

## Design Standards

### TOPICS

101 Physical Standards  
102 Elements on the Face  
of a Mailpiece



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## Physical Standards

### 1.0 Physical Standards for Letters

- 1.1 Minimum and Maximum Size
- 1.2 Nonmachinable Criteria

### 2.0 Physical Standards for Flats

- 2.1 General Definition

### 3.0 Physical Standards for Parcels

- 3.1 Maximum Dimensions
- 3.2 Machinable Parcels
- 3.3 Soft Goods and Enveloped Printed Matter
- 3.4 Irregular Parcels
- 3.5 Outside Parcel

### 4.0 Additional Physical Standards for Express Mail

- 4.1 Physical Standards of Mailpieces
- 4.2 Outside Parcels

### 5.0 Additional Physical Standards for Priority Mail

- 5.1 Physical Standards of Mailpieces
- 5.2 Two or More Packages
- 5.3 Balloon Rate

### 6.0 Additional Physical Standards for First-Class Mail

- 6.1 Maximum Weight and Size
- 6.2 Minimum Standards
- 6.3 Cards Claimed at Card Rates
- 6.4 Nonmachinable Pieces
- 6.5 Two or More Packages

### 7.0 Additional Physical Standards for Parcel Post

- 7.1 Dimension and Weight Standards
- 7.2 Nonmachinable Parcel Post Standards

### 8.0 Additional Physical Standards for Bound Printed Matter

- 8.1 Physical Standards for Bound Printed Matter

### 9.0 Additional Physical Standards for Media Mail

- 9.1 Dimension and Weight Standards

### 10.0 Additional Physical Standards for Library Mail

- 10.1 Dimension and Weight Standards

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## Elements on the Face of a Mailpiece

### 1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

### 2.0 Address Placement for Letters

- 2.1 Delivery Address Placement
- 2.2 Address Placement Causing Mail to be Nonmailable or Nonmachinable

### 3.0 Placement and Content of Mail Markings

- 3.1 Placement of Priority Mail Marking
- 3.2 Placement of First-Class Markings
- 3.3 Placement of Parcel Post, Bound Printed Matter, Media Mail, and Library Mail Markings

### 4.0 Endorsement Placement

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

## 110 Express Mail

### TOPICS

- 113 Rates and Eligibility
- 114 Postage Payment Methods
- 115 Mail Preparation
- 116 Deposit



## 113 Rates and Eligibility

### 1.0 Express Mail Rates and Fees

- 1.1 Rates Charged Per Piece
- 1.2 Express Mail Rate Application
- 1.3 Express Mail Rates—All Service Features
- 1.4 Flat-Rate Envelope
- 1.5 Pickup Fees
- 1.6 Delivery Stop
- 1.7 Computing Postage—Express Mail

### 2.0 Basic Eligibility Standards for Express Mail

- 2.1 Definition of Express Mail
- 2.2 Matter Closed Against Postal Inspection

### 3.0 Content Standards for Express Mail

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

### 4.0 Service Features of Express Mail

- 4.1 General
- 4.2 Express Mail Next Day Service
- 4.3 Express Mail Second Day Service
- 4.4 Express Mail Same Day Airport Service (Suspended)
- 4.5 Express Mail Custom Designed Service
- 4.6 Express Mail Military Service (EMMS)
- 4.7 Drop Shipment

## 114 Postage Payment Methods

### 1.0 Postage Payment Methods for Express Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings
- 1.3 Prepaid Reply Postage

### 2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Minimum Balance
- 2.5 USPS Report
- 2.6 Closing Account

## 3.0 Postage Refunds

- 3.1 Postage Not Refunded

## 115 Mail Preparation

### 1.0 Packaging Supplies Provided by USPS

- 1.1 Express Mail Packaging

### 2.0 Express Mail Next Day and Second Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 ZIP Code Determination

### 3.0 Express Mail Custom Designed Service

- 3.1 Forms
- 3.2 Waiver of Signature
- 3.3 Pouches

### 4.0 Express Mail Same Day Airport Service (Suspended)

- 4.1 Security Measures
- 4.2 Mailing Label
- 4.3 Outside Piece
- 4.4 Tag 2705

### 5.0 Firm Mailing Book

- 5.1 Completing a Firm Mailing Book

## 116 Deposit

### 1.0 Express Mail Next Day and Second Day Services

- 1.1 Next Day and Second Day Services

### 2.0 Express Mail Same Day Airport Service (Suspended)

- 2.1 Same Day Airport Service

### 3.0 Express Mail Custom Designed Service

- 3.1 Custom Designed Service

### 4.0 Express Mail Military Service

- 4.1 Military

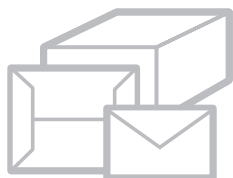
### 5.0 Pickup Service

- 5.1 Availability
- 5.2 Pickup Fee

## 120 Priority Mail

### TOPICS

- 123 Rates and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit



## 123 Rates and Eligibility

### 1.0 Priority Mail Rates and Fees

- 1.1 Application
- 1.2 Priority Mail Rate Application
- 1.3 Priority Mail Rates
- 1.4 Rates for Keys and Identification Devices
- 1.5 Keys and Identification Devices
- 1.6 Flat-Rate Envelope
- 1.7 Balloon Rate
- 1.8 Pickup Fee
- 1.9 Determining Single-Piece Weight
- 1.10 Computing Postage—Priority Mail

### 2.0 Basic Eligibility Standards for Priority Mail

- 2.1 Definition of Priority Mail
- 2.2 Service Objectives
- 2.3 Matter Closed Against Postal Inspection

### 3.0 Content Standards for Priority Mail

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

## 124 Postage Payment Methods

### 1.0 Postage Payment Methods for Priority Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings

### 2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

## 125 Mail Preparation

### 1.0 Preparation for Priority Mail

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use

### 2.0 Marking for Priority Mail

- 2.1 Marking

### 3.0 Preparation for a Permit Imprint Mailing

- 3.1 Preparing a Permit Imprint Mailing
- 3.2 Payment Method

## 126 Deposit

### 1.0 Deposit for Priority Mail

- 1.1 Pieces Weighing Less Than 16 Ounces
- 1.2 Pieces Weighing 16 Ounces or More

### 2.0 Pickup Service

- 2.1 Availability

## 130 First-Class Mail

### TOPICS

133 Rates and Eligibility  
134 Postage Payment  
Methods  
135 Mail Preparation  
136 Deposit



## 133 Rates and Eligibility

### 1.0 First-Class Mail Rates and Fees

- 1.1 First-Class Mail Single-Piece Rate Application
- 1.2 Rate Computation for First-Class Mail
- 1.3 Determining Single-Piece Weight
- 1.4 Rates for Cards
- 1.5 Rates for Letters, Flats, and Parcels
- 1.6 First-Class Mail Rates
- 1.7 Rates for Keys and Identification Devices
- 1.8 Keys and Identification Devices
- 1.9 Nonmachinable Surcharge
- 1.10 Applicability of Nonmachinable Surcharge
- 1.11 Computing Postage—First-Class Mail

### 2.0 Basic Eligibility Standards for First-Class Mail

- 2.1 Description of Service
- 2.2 Defining Characteristics

### 3.0 Content Standards

- 3.1 General Eligibility
- 3.2 Bills and Statements of Account
- 3.3 Personal Information
- 3.4 Handwritten and Typewritten Material
- 3.5 Matter Marked Postcard or Double Postcard
- 3.6 Matter Not Required to be Mailed as First-Class Mail
- 3.7 Prohibited Air Transportation

## 134 Postage Payment Methods

### 1.0 Postage Payment Methods for First-Class Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings
- 1.3 More Than One Mailer
- 1.4 More Than One Letter
- 1.5 Agent

### 2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

## 135 Mail Preparation

### 1.0 Preparation for First-Class Mail

- 1.1 Preparation of First-Class Mail

## 136 Deposit

### 1.0 Deposit for First-Class Mail

- 1.1 Single-Piece and Card Rate Mailings

## 150 Parcel Post

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- 153 Rates and Eligibility
- 154 Postage Payment Methods
- 155 Mail Preparation
- 156 Deposit



## 153 Rates and Eligibility

### 1.0 Parcel Post Rates and Fees

- 1.1 Rate Eligibility
- 1.2 Determining Single-Piece Weight
- 1.3 Parcel Post Rate Application
- 1.4 Computing Postage—Parcel Post With Permit Imprint
- 1.5 Computing Postage—Parcel Post With Postage Affixed
- 1.6 Pickup Fees
- 1.7 Inter-BMC/ASF Machinable Parcel Post
- 1.8 Inter-BMC/ASF Nonmachinable Parcel Post
- 1.9 Inter-BMC/ASF Machinable and Nonmachinable Parcel Post Rates
- 1.10 Local and Intra-BMC/ASF Machinable Parcel Post
- 1.11 Local and Intra-BMC/ASF Nonmachinable Parcel Post
- 1.12 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Rates

### 2.0 Basic Eligibility Standards for Parcel Post

- 2.1 Definition of Parcel Post
- 2.2 Service Objectives
- 2.3 Postal Inspection
- 2.4 Delivery and Return Addresses

### 3.0 Content Standards

- 3.1 General Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies

### 4.0 Attachments and Enclosures

- 4.1 Enclosures
- 4.2 Written Additions
- 4.3 Invoice
- 4.4 Incidental First-Class Attachments and Enclosures

## 154 Postage Payment Methods

### 1.0 Postage Payment Methods for Parcel Post

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings

### 2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

## 155 Mail Preparation

### 1.0 Preparation for Parcel Post

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings
- 1.4 Required Use

## 156 Deposit

### 1.0 Deposit for Parcel Post

- 1.1 Single-Piece Rate Mailings
- 1.2 Designated Mailing Office
- 1.3 Redirected Mailings
- 1.4 BMC Acceptance of Zoned Parcel Post
- 1.5 Pickup fees

## 160 Bound Printed Matter

### TOPICS

163 Rates and Eligibility  
164 Postage Payment  
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165 Mail Preparation  
166 Deposit



## 163 Rates and Eligibility

### 1.0 Bound Printed Matter Rates and Fees

- 1.1 Rates
- 1.2 Determining Single-Piece Weight
- 1.3 Bound Printed Matter Rate Application
- 1.4 Barcoded Discount—Flats
- 1.5 Single-Piece—Flats
- 1.6 Barcode Discount—Machinable Parcels
- 1.7 Single-Piece—Parcels
- 1.8 Computing Postage—Bound Printed Matter With Permit Imprint
- 1.9 Computing Postage—Bound Printed Matter With Postage Affixed

### 2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

### 3.0 Content Standards

- 3.1 Content Standards for Bound Printed Matter
- 3.2 Attachments or Enclosures of Periodicals Sample Copies

### 4.0 Attachments and Enclosures

- 4.1 Enclosures
- 4.2 Written Additions
- 4.3 Invoice
- 4.4 Incidental First-Class Attachments and Enclosures

## 164 Postage Payment Methods

### 1.0 Postage Payment Methods for Bound Printed Matter

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings

### 2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

## 165 Mail Preparation

### 1.0 Preparation for Bound Printed Matter

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

## 166 Deposit

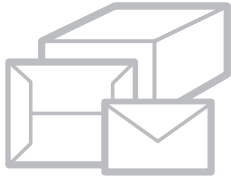
### 1.0 Deposit for Bound Printed Matter

- 1.1 Single-Piece Rate Mailings
- 1.2 Mailing Office
- 1.3 Redirected Mailings
- 1.4 BMC Acceptance

## 170 Media Mail

### TOPICS

- 173 Rates and Eligibility
- 174 Postage Payment Methods
- 175 Mail Preparation
- 176 Deposit



## 173 Rates and Eligibility

### 1.0 Media Mail Rates and Fees

- 1.1 Rates
- 1.2 Determining Single-Piece Weight
- 1.3 Media Mail Rate Application
- 1.4 Barcode Discount—Machinable Parcels
- 1.5 Media Mail Rates
- 1.6 Computing Postage—Media Mail With Permit Imprint
- 1.7 Computing Postage—Media Mail With Postage Affixed

### 2.0 Basic Eligibility Standards for Media Mail

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

### 3.0 Content Standards

- 3.1 General
- 3.2 Qualified Items

### 4.0 Attachments and Enclosures

- 4.1 Loose Enclosures
- 4.2 Enclosures in Books
- 4.3 Written Additions
- 4.4 Invoice
- 4.5 Incidental First-Class Attachments and Enclosures

## 174 Postage Payment Methods

### 1.0 Postage Payment Methods for Media Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings

### 2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

## 175 Mail Preparation

### 1.0 Preparation for Media Mail

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

## 176 Deposit

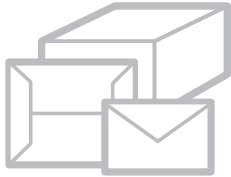
### 1.0 Deposit for Media Mail

- 1.1 Single-Piece Rate Mailings

## 180 Library Mail

### TOPICS

183 Rates and Eligibility  
184 Postage Payment  
Methods  
185 Mail Preparation  
186 Deposit



## 183 Rates and Eligibility

### 1.0 Library Mail Rates and Fees

- 1.1 Rates
- 1.2 Determining Single-Piece Weight
- 1.3 Library Mail Rate Application
- 1.4 Barcode Discount—Machinable  
Parcels
- 1.5 Library Mail Rates
- 1.6 Computing Postage—Library Mail  
With Permit Imprint
- 1.7 Computing Postage—Library Mail  
With Postage Affixed

### 2.0 Basic Eligibility Standards for Library Mail

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

### 3.0 Sender, Recipient, and Content Standards

- 3.1 General
- 3.2 Sender, Recipient, and Contents
- 3.3 Qualified Mailings Between Entities
- 3.4 Qualified Mailings “To” or “From”

### 4.0 Attachments and Enclosures

- 4.1 Enclosures in Books and Sound  
Recordings
- 4.2 Other Material
- 4.3 Written Additions
- 4.4 Invoice
- 4.5 Incidental First-Class Attachments  
and Enclosures

## 184 Postage Payment Methods

### 1.0 Postage Payment Methods for Library Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate  
Mailings

### 2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

## 185 Mail Preparation

### 1.0 Preparation for Library Mail

- 1.1 Basic Preparation
- 1.2 Basic Markings

## 186 Deposit

### 1.0 Deposit for Library Mail

- 1.1 Single-Piece Rate Mailings

## Design Standards

### TOPICS

201 Physical Standards

202 Elements on the Face of a Mailpiece



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### Physical Standards

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#### **1.0 Physical Standards for Machinable Letters and Cards**

- 1.1 Physical Standards for Machinable Letters
- 1.2 Physical Standards for Cards Claimed at Card Rates

#### **2.0 Physical Standards for Nonmachinable Letters**

- 2.1 Criteria for Nonmachinable Letters
- 2.2 Additional Criteria for First-Class Mail Nonmachinable Letters
- 2.3 Additional Criteria for Standard Mail Nonmachinable Letters

#### **3.0 Physical Standards for Automation Letters and Cards**

- 3.1 Basic Standards for Automation Letters
- 3.2 Dimensions and Shape Standards for Automation Letters
- 3.3 Weight Standards for First-Class Mail Automation Letters and Cards
- 3.4 Weight Standards for Standard Mail Automation Letters
- 3.5 Weight Standards for Periodicals Automation Letters
- 3.6 Aspect Ratio
- 3.7 Wraps and Closures
- 3.8 Staples and Saddle Stitching
- 3.9 Rigid and Odd-Shaped Items
- 3.10 Tabs, Wafer Seals, Tape, and Glue
- 3.11 Flexibility Standards for Automation Letters
- 3.12 Standards for Labels and Stickers Affixed to the Outside of an Envelope
- 3.13 Self-mailers, Booklets, Postcards, and Heavy Letter Mail
- 3.14 Enclosed Reply Cards and Envelopes

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### Elements on the Face of a Mailpiece

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#### **1.0 All Mailpieces**

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

#### **2.0 Address Placement**

- 2.1 Address Placement Causing Mail to be Nonmailable and Nonmachinable

#### **3.0 Placement and Content of Mail Markings**

- 3.1 Enclosures
- 3.2 Printing and Designs
- 3.3 Placement of Mail Markings
- 3.4 Exceptions to Markings
- 3.5 Marking Hazardous Materials

#### **4.0 Endorsement Placement**

- 4.1 Endorsements for Delivery Instructions and ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

#### **5.0 Barcode Placement**

- 5.1 Barcode Clear Zone
- 5.2 General Barcode Placement for Letters
- 5.3 Barcode on Mailpiece
- 5.4 5-Digit and ZIP+4 Barcode Permissibility
- 5.5 5-Digit Barcode Placement in Clear Zone
- 5.6 DPBC Numeric Equivalent
- 5.7 Barcode in Address Block
- 5.8 Barcode on Insert
- 5.9 Edges of Barcode Window
- 5.10 Window Construction
- 5.11 Window Cover

## 230 First-Class Mail Letters and Cards

### TOPICS

- 233 Rates and Eligibility
- 234 Postage Payment and Documentation
- 235 Mail Preparation
- 236 Enter and Deposit



## 233 Rates and Eligibility

### 1.0 Rates and Fees for First-Class Mail

- 1.1 Rate Application
- 1.2 Rate Computation for First-Class Mail Letters
- 1.3 Nonautomation Presorted Cards
- 1.4 Nonautomation Presorted Letters
- 1.5 Mixed AADC Automation Cards
- 1.6 Mixed AADC Automation Letters
- 1.7 AADC Automation Cards
- 1.8 AADC Automation Letters
- 1.9 3-Digit Automation Cards
- 1.10 3-Digit Automation Letters
- 1.11 5-Digit Automation Cards
- 1.12 5-Digit Automation Letters
- 1.13 Carrier Route Automation Cards
- 1.14 Carrier Route Automation Letters
- 1.15 Summary Presorted, Automation, and Carrier Route Rates for Cards and Letters
- 1.16 Nonmachinable Surcharge
- 1.17 Presort Mailing Fee
- 1.18 Computing Postage for First-Class Mail
- 1.19 Determining Single-Piece Weight

### 2.0 Content Standards for First-Class Mail Letters

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Marked Postcard or Double Postcard
- 2.6 Matter Not Required to be Mailed as First-Class Mail
- 2.7 Prohibited Air Transportation

### 3.0 Basic Standards for First-Class Mail Letters

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Presort Mailing Fee
- 3.5 Move Update Standard
- 3.6 ZIP Code Accuracy

## 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters

- 4.1 Additional Standards for Machinable First-Class Mail
- 4.2 Barcodes
- 4.3 Nonmachinable Surcharge for Letter-Size Pieces

## 5.0 Additional Eligibility Standards for Automation Rate First-Class Mail (and Carrier Route) Letters

- 5.1 Basic Standards for Automation First-Class Mail
- 5.2 Carrier Route Accuracy
- 5.3 Maximum Weight for Automation Letters
- 5.4 Rate Application – Automation Cards and Letters
- 5.5 Carrier Route Rate for Automation First-Class Mail
- 5.6 Address Standards for Barcoded Pieces
- 5.7 Reply Cards and Envelopes Enclosed in Automation Rate First-Class Mail

## 6.0 Eligibility Standards for Card Rate First-Class Mail

- 6.1 Card Rate
- 6.2 Cards and Letters

## 234 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted Letters

- 2.1 Payment Methods for Presorted Rates
- 2.2 Affixed Postage for Presorted First-Class Mail
- 2.3 Additional Postage

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### First-Class Mail Letters and Cards

#### 3.0 Postage Payment for Automation Letters

- 3.1 Payment Methods for Automation Rates
- 3.2 Affixing Postage for Automation Rate First-Class Mail
- 3.3 Nondenominated Precanceled Stamps
- 3.4 Lower Denomination Precanceled Stamps
- 3.5 Postage Affixed at Lowest Rate to All Pieces

#### 4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Preparing Documentation
- 4.5 Multiple Standards
- 4.6 Standard Format for Documentation
- 4.7 Providing Additional Information
- 4.8 Reporting Multiple Mailings on One Statement
- 4.9 Facsimile Postage Statements

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### Mail Preparation

#### 1.0 General Definition of Terms

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

#### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle ("Facing")
- 2.3 Preparing Bundles
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation—Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles
- 2.9 Use of Optional Endorsement Lines (OEL)
- 2.10 Use of Carrier Route Information Lines
- 2.11 Facing Slips—All Carrier Route Mail

#### 3.0 Letter Trays

- 3.1 Standard Containers
- 3.2 Letter Tray Sizes
- 3.3 Letter Tray Preparation
- 3.4 Tray Sleeving and Strapping
- 3.5 Strapping Exception
- 3.6 Origin/Entry 3-Digit/Scheme Trays

#### 4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Tray Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of Tray Label
- 4.9 Barcoded Tray Labels

#### 5.0 Preparation for Nonautomation Letters

- 5.1 Basic Standards
- 5.2 Manual Only Option
- 5.3 Machinable Preparation
- 5.4 Nonmachinable Preparation

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**First-Class Mail**  
**Letters and Cards**

**6.0 Preparation for Automation Rate Letters**

- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 Cards
- 6.6 Carrier Route Traying Standards
- 6.7 Carrier Route Pieces
- 6.8 Tray Preparation
- 6.9 Tray Line 2
- 6.10 Presentation

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**Enter and Deposit**  
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**1.0 Deposit**

- 1.1 Service Objectives
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

**2.0 Verification**

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Rate Rather Than Correcting Errors

## 240 Standard Mail Letters and Cards

### TOPICS

- 243 Rates and Eligibility
- 244 Postage Payment and Documentation
- 245 Mail Preparation
- 246 Enter and Deposit



## 243 Rates and Eligibility

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### 1.0 Rates and Fees for Standard Mail

- 1.1 Rate Application
- 1.2 Standard Mail Rate Application
- 1.3 Regular Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates
- 1.4 Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates
- 1.5 Nonmachinable Surcharge
- 1.6 Fees
- 1.7 Computing Postage for Standard Mail

### 2.0 Content Standards for Standard Mail Letters

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

### 3.0 Basic Standards for Standard Mail Letters

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class or Priority Mail Rates
- 3.8 ZIP Code Accuracy

### 4.0 Rate Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Rates
- 4.3 Piece/Pound Rates
- 4.4 Residual Shape Surcharge

### 5.0 Additional Eligibility Standards for Presorted Standard Mail Letters

- 5.1 Basic Standards
- 5.2 Weight Standards for Machinable Pieces
- 5.3 Rate Application
- 5.4 Basic Rate
- 5.5 3/5 Rate
- 5.6 Nonmachinable Surcharge

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy
- 6.3 Basic Rate Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation ECR Standards
- 6.6 Automation ECR Standards

### 7.0 Eligibility Standards for Automation Rate Standard Mail

- 7.1 Basic Eligibility Standards for Automation Standard Mail
- 7.2 Maximum Weight for Automation Letters
- 7.3 Rate Application for Automation Letters
- 7.4 Address Standards for Barcoded Pieces
- 7.5 Enclosed Reply Cards and Envelopes
- 7.6 Discount for Heavy Automation Letters

## 244 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Rate

### 3.0 Postage Payment for Automation Letters

- 3.1 All Pieces
- 3.2 Adding Additional Postage
- 3.3 Nondenominated Precanceled Stamps
- 3.4 Precanceled Stamps in Lower Rate Denominations
- 3.5 Mixed Rate Mailing Documentation

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### Standard Mail Letters and Cards

#### 4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Preparing Documentation
- 4.5 Multiple Standards
- 4.6 Standard Format for Documentation
- 4.7 Providing Additional Information
- 4.8 Reporting Multiple Mailings on One Statement
- 4.9 Facsimile Postage Statements

#### 5.0 Residual Pieces

- 5.1 Residual Standard Mail Subject to First-Class Rates
- 5.2 Residual Standard Mail Subject to Priority Mail Rates

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### Mail Preparation

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#### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

#### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle ("Facing")
- 2.3 Preparing Bundles
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation—Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles
- 2.9 Use of Optional Endorsement Lines (OEL)
- 2.10 Use of Carrier Route Information Lines
- 2.11 Facing Slips—All Carrier Route Mail

#### 3.0 Letter Trays

- 3.1 Standard Containers
- 3.2 Tray Sizes
- 3.3 Letter Tray Preparation

- 3.4 Tray Sleeving and Strapping
- 3.5 Strapping Exception
- 3.6 Origin/Entry 3-Digit/Scheme Trays

#### 4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of Tray Labels
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of Tray Label
- 4.9 Barcoded Tray Labels

#### 5.0 Preparation for Presorted Letters

- 5.1 Basic Standards
- 5.2 Marking
- 5.3 Manual Only Option
- 5.4 Machinable Preparation
- 5.5 Nonmachinable Preparation

#### 6.0 Preparation for Enhanced Carrier Route Letters

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Carrier Route Bundle Preparation
- 6.5 Bundles and Trays With Fewer Than the Minimum Number of Pieces Required
- 6.6 Traying and Labeling
- 6.7 Alternative Line 2 Information
- 6.8 Delivery Sequence Standards
- 6.9 Delivery Sequence Documentation

#### 7.0 Preparation for Automation Rate Letters

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 General Preparation
- 7.5 Carrier Route Traying Standards
- 7.6 Carrier Route Pieces
- 7.7 Tray Preparation
- 7.8 Tray Line 2
- 7.9 Presentation

**240**  
**Standard Mail**  
**Letters and Cards**

246  
Enter and Deposit

**1.0 Presenting a Mailing**

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailings

**2.0 Destination Entry**

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment
- 2.4 Office of Mailing
- 2.5 Documentation
- 2.6 Plant Loads
- 2.7 Verification
- 2.8 Deposit

**3.0 Destination Bulk Mail Center (DBMC) Entry**

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC or AADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays
- 3.5 Vehicles
- 3.6 Form 4410

**4.0 Destination Sectional Center Facility (DSCF) Entry**

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

**5.0 Destination Delivery Unit (DDU) Entry**

- 5.1 Definition
- 5.2 Eligibility



## Design Standards

### TOPICS

301 Physical Standards

302 Elements on the Face of a Mailpiece



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### Physical Standards

#### 1.0 Physical Standards for Flats

- 1.1 General Definition of Flat Size Mail
- 1.2 Length and Height of Flats

#### 2.0 Physical Standards for Presorted (Nonautomation) Flats

- 2.1 First-Class Mail
- 2.2 Standard Mail
- 2.3 Bound Printed Matter
- 2.4 Media Mail
- 2.5 Library Mail

#### 3.0 Physical Standards for Automation Flats

- 3.1 Basic Standards for Automation Flats
- 3.2 Determining Length and Height
- 3.3 Criteria for AFSM 100 Flats
- 3.4 Criteria for UFSM 1000 Flats
- 3.5 Polywrap Coverings
- 3.6 Prohibitions
- 3.7 Tabs, Wafer Seals, Tape, and Glue
- 3.8 Uniformity and Exterior Format
- 3.9 Outside Labels and Stickers

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### Elements on the Face of a Mailpiece

#### 1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

#### 2.0 Placement and Content of Mail Markings

- 2.1 First-Class Mail and Standard Mail Markings
- 2.2 Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.3 Enclosures
- 2.4 Printing and Designs
- 2.5 Marking Hazardous Materials

#### 3.0 Endorsement Placement

- 3.1 Endorsements for Delivery Instructions and Ancillary Services
- 3.2 Return Address
- 3.3 Placement of Endorsements
- 3.4 Physical Standards for Endorsements

#### 4.0 Barcode Placement

- 4.1 General Barcode Placement for Flats
- 4.2 Applying One Barcode
- 4.3 Applying Second Barcode
- 4.4 5-Digit and ZIP+4 Barcode Permissibility
- 4.5 DPBC Numeric Equivalent
- 4.6 Barcode in Address Block
- 4.7 Window Cover

## 330 First-Class Mail Flats

### TOPICS

- 333 Rates and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit



## 333 Rates and Eligibility

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### 1.0 Rates and Fees for First-Class Mail

- 1.1 Rate Application
- 1.2 Rate Computation for First-Class Flats
- 1.3 Nonautomation Presorted Rates
- 1.4 Automation Mixed ADC Rates
- 1.5 Automation ADC Rates
- 1.6 Automation 3-Digit Rates
- 1.7 Automation 5-Digit Rates
- 1.8 Summary Presorted and Automation Rates for Flats
- 1.9 Nonmachinable Surcharge
- 1.10 Presort Mailing Fee
- 1.11 Computing Postage for First-Class Mail
- 1.12 Determining Single-Piece Weight

### 2.0 Content Standards for First-Class Mail Flats

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Not Required to be Mailed as First-Class Mail
- 2.6 Prohibited Air Transportation

### 3.0 Eligibility Standards for First-Class Mail Flats

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Presort Mailing Fee
- 3.5 Move Update Standards
- 3.6 ZIP Code Accuracy

### 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats

- 4.1 Basic Standards for Nonautomation First-Class Mail
- 4.2 Barcodes on Nonautomation First-Class Mail
- 4.3 Nonmachinable Surcharge for Flat-Size Pieces

## 5.0 Additional Eligibility Standards for Automation Rate First-Class Mail Flats

- 5.1 Basic Standards for Automation First-Class Mail
- 5.2 Nonmachinable Surcharge for Flat-Size Pieces
- 5.3 Rate Application—Bundle-Based Flats
- 5.4 Rate Application—Tray-Based Flats
- 5.5 Address Standards for Barcoded Pieces
- 5.6 Reply Cards and Envelopes Enclosed in Automation Rate First-Class Mail

## 334 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted Flats

- 2.1 Payment Methods for Presorted Rates
- 2.2 Affixed Postage for Presorted First-Class Mail
- 2.3 Additional Postage

### 3.0 Postage Payment for Automation Flats

- 3.1 Payment Methods
- 3.2 Affixing Postage for Automation Rate First-Class Mail
- 3.3 Nondenominated Precanceled Stamps
- 3.4 Lower Denomination Precanceled Stamps
- 3.5 Postage Affixed at Lowest Rate to All Pieces

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### First-Class Mail Flats

#### 4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Preparing Documentation
- 4.5 Multiple Standards
- 4.6 Standard Format for Documentation
- 4.7 Providing Additional Information
- 4.8 Reporting Multiple Mailings on One Statement
- 4.9 Facsimile Postage Statements

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### Mail Preparation

#### 1.0 General Definition of Terms

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

#### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle (“Facing”)
- 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation—Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles
- 2.9 Use of Optional Endorsement Lines (OEL)

#### 3.0 Flat Trays

- 3.1 Presort
- 3.2 Standard Containers
- 3.3 Tray Sizes
- 3.4 Tray Preparation
- 3.5 Origin/Entry 3-Digit/Scheme Trays

#### 4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Tray Label
- 4.3 Line 1 (Destination Line)

- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of a Tray Label
- 4.9 Barcoded Tray Labels

#### 5.0 Preparation of Nonautomation Flats

- 5.1 Basic Standards
- 5.2 Single-Piece Rate Pieces Presented With Presort Mailings
- 5.3 Nonautomation Pieces
- 5.4 Bundling and Labeling
- 5.5 Traying and Labeling
- 5.6 Cotraying and Cobundling With Automation Rate Mail

#### 6.0 Preparation of Automation Rate Flats

- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 First-Class Mail Required Bundle-Based Preparation
- 6.6 First-Class Mail Optional Tray-Based Preparation
- 6.7 5-Digit Scheme Bundle Preparation
- 6.8 Cotraying and Cobundling With Presorted Rate Mail

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### Enter and Deposit

#### 1.0 Deposit

- 1.1 Service Objectives
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

#### 2.0 Verification

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Rate Rather than Correcting Errors

## 340 Standard Mail Flats

### TOPICS

- 343 Rates and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit



## 343 Rates and Eligibility

### 1.0 Rates and Fees for Standard Mail

- 1.1 Rate Application
- 1.2 Standard Mail Rate Application
- 1.3 Regular Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates
- 1.4 Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates
- 1.5 Fees
- 1.6 Computing Postage — Standard Mail

### 2.0 Content Standards for Standard Mail Flats

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

### 3.0 Basic Standards for Standard Mail Flats

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class or Priority Mail Rates
- 3.8 ZIP Code Accuracy

### 4.0 Rate Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Rates
- 4.3 Piece/Pound Rates
- 4.4 Residual Shape Surcharge

### 5.0 Additional Eligibility Standards for Presorted Standard Mail Flats

- 5.1 Basic Standards
- 5.2 Rate Application
- 5.3 Basic Rate
- 5.4 3/5 Rate

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Code Accuracy
- 6.3 Basic Rate Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation Enhanced Carrier Route Standards

## 7.0 Additional Eligibility Standards for Automation Rate Standard Mail Flats

- 7.1 Basic Eligibility Standards for Automation Standard Mail
- 7.2 Rate Application
- 7.3 Address Standards for Barcoded Pieces
- 7.4 Enclosed Reply Cards and Envelopes

## 344 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Rate

### 3.0 Postage Payment for Automation Flats

- 3.1 All Pieces
- 3.2 Adding Additional Postage
- 3.3 Nondenominated Precanceled Stamps
- 3.4 Precanceled Stamps at Lower Denominations
- 3.5 Mixed Rate Mailing Documentation

## 340 Standard Mail Flats

### 4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Preparing Documentation
- 4.5 Multiple Standards
- 4.6 Standard Format for Documentation
- 4.7 Providing Additional Information
- 4.8 Reporting Multiple Mailings on One Statement
- 4.9 Facsimile Postage Statements

### 5.0 Residual Pieces

- 5.1 Residual Standard Mail Subject to First-Class Rates
- 5.2 Residual Standard Mail Subject to Priority Mail Rates

## 345 Mail Preparation

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### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle ("Facing")
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
- 2.5 Securing Bundles
- 2.6 Preparing Bundles in Sacks
- 2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 2.8 Exception to Bundle Preparation—Full Single-Sort-Level Trays
- 2.9 Pieces With Simplified Address
- 2.10 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.11 Labeling Bundles
- 2.12 Use of Optional Endorsement Lines (OEL)

- 2.13 Use of Carrier Route Information Lines
- 2.14 Facing Slips—All Carrier Route Mail

### 3.0 Sacks and Trays

- 3.1 Standard Containers
- 3.2 Sack Preparation
- 3.3 Tray Sizes
- 3.4 Preparation for Flats in Letter Trays
- 3.5 Tray Sleeving and Strapping
- 3.6 Strapping Exception
- 3.7 Origin/Entry 3-Digit Sacks

### 4.0 Sack and Tray Labels

- 4.1 Basic Standards
- 4.2 Line 1 (Destination Line)
- 4.3 Line 2 (Content Line)
- 4.4 Line 3 (Office of Mailing or Mailer Information Line)
- 4.5 Abbreviations for Lines 1 and 3
- 4.6 Placement of Extraneous Information
- 4.7 Sack Label
- 4.8 Tray Labels
- 4.9 Barcoded Sack and Tray Labels

### 5.0 Preparation for Presorted Flats

- 5.1 Basic Standards
- 5.2 Required Bundling
- 5.3 Bundling and Labeling
- 5.4 Loose Packing
- 5.5 Required Sacking or Traying
- 5.6 Drop Shipment
- 5.7 Sacking and Labeling
- 5.8 Cotraying and Cobundling Flats With Automation Rate Mail
- 5.9 Merged Containerization of Carrier Route, Automation, and Presorted Flats

## **340 Standard Mail Flats**

### **6.0 Preparation for Enhanced Carrier Route Flats**

- 6.1 Basic Standards
- 6.2 Residual Pieces
- 6.3 Carrier Route Bundle Preparation
- 6.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required
- 6.5 Multi Carrier Routes Bundle
- 6.6 Required Sack Minimums
- 6.7 Sack Preparation
- 6.8 Merged Containerization of Carrier Route, Automation, and Presorted Rate Flats
- 6.9 Delivery Sequence Standards
- 6.10 Delivery Sequence Documentation

### **7.0 Preparation for Automation Rate Flats**

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 General Preparation
- 7.5 Standard Mail Bundle Preparation
- 7.6 Scheme Bundle Preparation
- 7.7 Cotraying, Cosacking, and Cobundling With Presorted Rate Mail
- 7.8 Merged Containerization With Presorted and Carrier Route Flats
- 7.9 Exception—Automation and Nonautomation Pieces on Pallets

## **346 Enter and Deposit**

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### **1.0 Presenting a Mailing**

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailing

### **2.0 Destination Entry**

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment
- 2.4 Office of Mailing
- 2.5 Documentation
- 2.6 Plant Loads
- 2.7 Verification
- 2.8 Deposit

### **3.0 Destination Bulk Mail Center (DBMC) Entry**

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles, Sacks or Trays
- 3.5 Vehicles
- 3.6 Form 4410

### **4.0 Destination Sectional Center Facility (DSCF) Entry**

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

### **5.0 Destination Delivery Unit (DDU) Entry**

- 5.1 Definition
- 5.2 Eligibility

## 360 Bound Printed Matter Flats

### TOPICS

363 Rates and Eligibility  
364 Postage Payment and Documentation  
365 Mail Preparation  
366 Enter and Deposit



## 363 Rates and Eligibility

### 1.0 Rates and Fees for Bound Printed Matter

- 1.1 Rate Application
- 1.2 Bound Printed Matter Rate Application
- 1.3 Bound Printed Matter Rates
- 1.4 Destination Entry Mailing Fee
- 1.5 Computing Postage for Bound Printed Matter

### 2.0 Content Standards for Bound Printed Matter Flats

- 2.1 Basic Content Standards
- 2.2 Attachments or Enclosures of Periodicals Sample Copies
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

### 3.0 Basic Standards for Bound Printed Matter Flats

- 3.1 Rate Eligibility
- 3.2 Nonidentical Weight Pieces
- 3.3 ZIP Code Accuracy
- 3.4 Delivery and Return Addresses

### 4.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats

- 4.1 Additional Standards for Presorted Bound Printed Matter
- 4.2 Additional Standards for Carrier Route Bound Printed Matter
- 4.3 Carrier Route Accuracy

### 5.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

- 5.1 Basic Eligibility Standards for Barcoded Bound Printed Matter
- 5.2 Weight Standard
- 5.3 Address Standards for Barcode Discount

## 364 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Documentation for Mail Claiming the Barcode Discount
- 2.4 Preparing Documentation
- 2.5 Multiple Standards
- 2.6 Standard Format for Documentation
- 2.7 Providing Additional Information
- 2.8 Reporting Multiple Mailings on One Statement
- 2.9 Facsimile Postage Statements

## 365 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle ("Facing")
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
- 2.5 Securing Bundles
- 2.6 Preparing Bundles
- 2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 2.8 Bundle Sizes
- 2.9 Pieces With Simplified Addresses
- 2.10 Labeling Bundles
- 2.11 Use of Optional Endorsement Lines (OEL)
- 2.12 Use of Carrier Route Information Lines
- 2.13 Facing Slips—All Carrier Route Mail

## **360 Bound Printed Matter Flats**

### **3.0 Sacks**

#### 3.1 Maximum Weight

### **4.0 Sack Labels**

#### 4.1 Basic Standards

#### 4.2 Physical Standards of a Sack Label

#### 4.3 Line 1 (Destination Line)

#### 4.4 Line 2 (Content Line)

#### 4.5 Line 3 (Office of Mailing or Mailer Information Line)

#### 4.6 Abbreviations for Lines 1 and 3

#### 4.7 Placement of Extraneous Information

#### 4.8 Barcoded Sack Labels

### **5.0 Preparation for Presorted Flats**

#### 5.1 Basic Standards

#### 5.2 Bundling

#### 5.3 Sacking

### **6.0 Preparation for Carrier Route Flats**

#### 6.1 Basic Standards

#### 6.2 Required Bundling

#### 6.3 Sacking

### **7.0 Preparation for Barcoded Flats**

#### 7.1 Basic Standards

#### 7.2 Mailings

#### 7.3 Bundling

#### 7.4 Sacking

#### 7.5 Mixed Rate Preparation

## **366**

## **Enter and Deposit**

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### **1.0 Presenting a Mailing**

#### 1.1 Verification and Entry

#### 1.2 Office of Mailing

#### 1.3 Redirected Mailings

#### 1.4 BMC Acceptance

#### 1.5 Drop Shipment Information

### **2.0 Destination Entry**

#### 2.1 General

#### 2.2 Minimum Volume

#### 2.3 Postage Payment

#### 2.4 Mailing Fee

#### 2.5 Documentation

#### 2.6 Plant Loads

#### 2.7 Mailings of Unsacked Bundles

#### 2.8 Verification

#### 2.9 Deposit

### **3.0 Destination Bulk Mail Center (DBMC) Entry**

#### 3.1 Eligibility

#### 3.2 Presorted Flats

#### 3.3 Carrier Route Flats

### **4.0 Destination Sectional Center Facility (DSCF) Entry**

#### 4.1 Eligibility

#### 4.2 Presorted Flats

#### 4.3 Carrier Route Flats

### **5.0 Destination Delivery Unit (DDU) Entry**

#### 5.1 Eligibility

#### 5.2 Presorted Flats

#### 5.3 Carrier Route Flats

## 370 Media Mail Flats

### TOPICS

373 Rates and Eligibility  
374 Postage Payment and  
Documentation  
375 Mail Preparation  
376 Enter and Deposit



## 373 Rates and Eligibility

### 1.0 Media Mail Rates and Fees

- 1.1 Rate Application
- 1.2 Media Mail Rate Application
- 1.3 Media Mail Presorted Rates
- 1.4 Mailing Fee
- 1.5 Computing Postage for Media Mail

### 2.0 Content Standards for Media Mail Flats

- 2.1 General
- 2.2 Content Standards
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

### 3.0 Rate Eligibility for Media Mail Flats

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Media Mail

## 374 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

## 375 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle ("Facing")
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
- 2.5 Securing Bundles
- 2.6 Preparing Bundles
- 2.7 Bundle Sizes
- 2.8 Other Bundle Sizes
- 2.9 Labeling Bundles
- 2.10 Use of Optional Endorsement Lines (OEL)

### 3.0 Sacks

- 3.1 Maximum Weight

### 4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Barcoded Sack Labels

### 5.0 Preparation for Media Mail Flats

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

## 376 Enter and Deposit

### 1.0 Verification and Deposit

- 1.1 Verification and Entry

## 380 Library Mail Flats

### TOPICS

383 Rates and Eligibility  
384 Postage Payment and  
Documentation  
385 Mail Preparation  
386 Enter and Deposit



## 383 Rates and Eligibility

### 1.0 Library Mail Rates and Fees

- 1.1 Rate Application
- 1.2 Library Mail Rate Application
- 1.3 Library Mail Presorted Rates
- 1.4 Mailing Fee
- 1.5 Computing Postage for Library Mail

### 2.0 Content Standards for Library Mail Flats

- 2.1 General
- 2.2 Sender and Recipient Qualifications
- 2.3 Content Standards for Mailings Between Entities
- 2.4 Qualified Mailings “To” or “From”
- 2.5 Postal Inspection
- 2.6 Attachments and Enclosures
- 2.7 Written Additions

### 3.0 Rate Eligibility for Library Mail Flats

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Library Mail

## 384 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

## 385 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Preparing Bundles
- 2.7 Bundle Sizes
- 2.8 Other Bundle Sizes
- 2.9 Labeling Bundles
- 2.10 Use of Optional Endorsement Lines (OEL)

### 3.0 Sacks

- 3.1 Maximum Weight

### 4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Barcoded Sack Labels

### 5.0 Preparation of Library Mail Flats

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

## 386 Enter and Deposit

### 1.0 Verification and Deposit

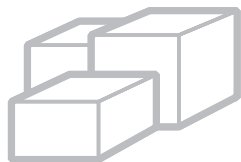
- 1.1 Verification and Entry

## Design Standards

### TOPICS

401 Physical Standards

402 Elements on the Face of a Mailpiece



401

### Physical Standards

#### 1.0 Physical Standards for Parcels

- 1.1 Parcels
- 1.2 Minimum Size
- 1.3 Maximum Weight and Size
- 1.4 Two or More Packages
- 1.5 Machinable Parcels
- 1.6 Irregular Parcel
- 1.7 Outside Parcel

#### 2.0 Additional Physical Standards by Class of Mail

- 2.1 First-Class Mail Parcels
- 2.2 Standard Mail Parcels
- 2.3 Parcel Post
- 2.4 Bound Printed Matter Parcels

402

### Elements on the Face of a Mailpiece

#### 1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

#### 2.0 Placement and Content of Markings

- 2.1 First-Class Mail and Standard Mail Markings
- 2.2 Parcel Post, Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.3 Enclosures
- 2.4 Printing and Designs
- 2.5 Marking Hazardous Materials

#### 3.0 Endorsement Placement

- 3.1 Endorsements for Delivery Instructions and Ancillary Services
- 3.2 Return Address
- 3.3 Placement of Endorsements
- 3.4 Physical Standards for Endorsements

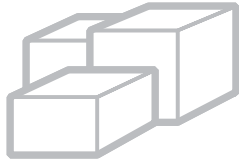
#### 4.0 General Barcode Placement for Parcels

- 4.1 Barcode Location
- 4.2 Clear Zone

## 430 First-Class Mail Parcels

### TOPICS

- 433 Rates and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit



## 433 Rates and Eligibility

### 1.0 Rates and Fees for First-Class Mail

- 1.1 Rate Application
- 1.2 Rate Computation for First-Class Parcels
- 1.3 Nonautomation Presorted Rates
- 1.4 Nonmachinable Surcharge
- 1.5 Presort Mailing Fee
- 1.6 Computing Postage for First-Class Mail
- 1.7 Determining Single-Piece Weight

### 2.0 Content Standards for First-Class Mail Parcels

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Not Required to be Mailed as First-Class Mail
- 2.6 Prohibited Air Transportation

### 3.0 Basic Standards for First-Class Mail Parcels

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Nonmachinable Surcharge for Parcel-Size Pieces
- 3.5 Presort Mailing Fee
- 3.6 Move Update Standard
- 3.7 ZIP Code Accuracy

## 434 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted Parcels

- 2.1 Payment Methods for Presorted Rates
- 2.2 Affixed Postage for Presorted First-Class Mail
- 2.3 Additional Postage

### 3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Standard Format for Documentation
- 3.6 Providing Additional Information
- 3.7 Reporting Multiple Mailings on One Statement
- 3.8 Facsimile Postage Statements

**430**  
**First-Class Mail**  
**Parcels**

**435**  
**Mail Preparation**

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- 1.0 General Information for Mail Preparation**
  - 1.1 Definition of Presort Process
  - 1.2 Definition of Mailings
  - 1.3 Terms for Presort Levels
  - 1.4 Preparation Definitions and Instructions
- 2.0 Bundles**
  - 2.1 Definition of a Bundle
  - 2.2 Bundling Not Required
  - 2.3 Arranging Pieces in a Bundle (“Facing”)
  - 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
  - 2.5 Securing Bundles
  - 2.6 Bundles With Fewer Than the Minimum Number of Pieces Required
  - 2.7 Labeling Bundles
  - 2.8 Use of Optional Endorsement Lines (OEL)
- 3.0 Sacks**
  - 3.1 Presort
  - 3.2 Standard Containers
  - 3.3 Sack Preparation
- 4.0 Sack Labels**
  - 4.1 Basic Standards
  - 4.2 Physical Characteristics of a Sack Label
  - 4.3 Line 1 (Destination Line)
  - 4.4 Line 2 (Content Line)
  - 4.5 Line 3 (Office of Mailing or Mailer Information Line)
  - 4.6 Abbreviations for Lines 1 and 3
  - 4.7 Placement of Extraneous Information
  - 4.8 Barcoded Sack Labels
- 5.0 Preparation for Parcels**
  - 5.1 Basic Standards
  - 5.2 Single-Rate Pieces Presented With Presorted Mailings
  - 5.3 Bundling and Labeling
  - 5.4 Sacking and Labeling

**436**  
**Enter and Deposit**

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- 1.0 Deposit**
  - 1.1 Service Objective
  - 1.2 Time and Location of Deposit
  - 1.3 Approved Collections
  - 1.4 Permit Imprint Collection
- 2.0 Verification**
  - 2.1 USPS Verification and Mailer Correction
  - 2.2 Timeframe for Corrective Action
  - 2.3 Payment at Single-Piece Rate Rather than Correcting Errors

## 440 Standard Mail Parcels

### TOPICS

- 443 Rates and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit



## 443 Rates and Eligibility

### 1.0 Rates and Fees for Standard Mail

- 1.1 Rate Application
- 1.2 Standard Mail Rate Application
- 1.3 Regular Standard Mail—Presorted and Enhanced Carrier Route Rates
- 1.4 Nonprofit Standard Mail—Presorted and Enhanced Carrier Route Rates
- 1.5 Fees
- 1.6 Computing Postage for Standard Mail

### 2.0 Content Standards for Standard Mail Parcels

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

### 3.0 Basic Standards for Standard Mail Parcels

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class or Priority Mail Rates
- 3.8 ZIP Code Accuracy

### 4.0 Rate Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Rates
- 4.3 Piece/Pound Rates
- 4.4 Residual Shape Surcharge
- 4.5 Surcharge Cost
- 4.6 Extra Services for Standard Mail

### 5.0 Additional Eligibility Standards for Presorted Standard Mail Parcels

- 5.1 Basic Standards
- 5.2 Rate Application
- 5.3 Basic Rate
- 5.4 3/5 Rates
- 5.5 Barcoded Discount for Presorted Standard Mail Parcels

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy
- 6.3 Basic Rate Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation Enhanced Carrier Route Standards

## 444 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Parcels

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Rate

### 3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Standard Format for Documentation
- 3.6 Providing Additional Information
- 3.7 Reporting Multiple Mailings on One Statement
- 3.8 Facsimile Postage Statements

### 4.0 Residual Pieces

- 4.1 Postage Payment for Ineligible Standard Mail
- 4.2 Postage Payment for Barcoded Machinable Parcels

## **440 Standard Mail Parcels**

## **445 Mail Preparation**

### **1.0 General Information for Mail Preparation**

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

### **2.0 Bundles**

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Preparing Bundles in Sacks
- 2.6 Securing Bundles
- 2.7 Pieces With Simplified Address
- 2.8 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.9 Labeling Bundles
- 2.10 Use of Optional Endorsement Lines (OEL)
- 2.11 Use of Carrier Route Information Lines
- 2.12 Facing Slips—All Carrier Route Mail

### **3.0 Sacks**

- 3.1 Standard Containers
- 3.2 Sack Preparation

### **4.0 Sack Labels**

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Barcoded Sack Labels

### **5.0 Preparation for Presorted Parcels**

- 5.1 Basic Standards
- 5.2 Markings
- 5.3 Preparation of Machinable Parcels
- 5.4 Preparation for Irregular Parcels

## **6.0 Preparation for Enhanced Carrier Route Parcels**

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Bundling
- 6.5 Preparation for Irregular Parcels
- 6.6 Delivery Sequence Standards
- 6.7 Delivery Sequence Documentation

## **446 Enter and Deposit**

### **1.0 Presenting a Mailing**

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailings

### **2.0 Destination Entry**

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment
- 2.4 Office of Mailing
- 2.5 Documentation
- 2.6 Plant Loads
- 2.7 Verification
- 2.8 Deposit

### **3.0 Destination Bulk Mail Center (DBMC) Entry**

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles
- 3.5 Additional Standards for Machinable Parcels
- 3.6 Vehicles
- 3.7 Form 4410

### **4.0 Destination Sectional Center Facility (DSCF) Entry**

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

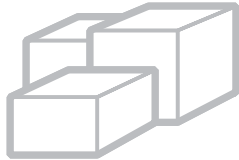
### **5.0 Destination Delivery Unit (DDU) Entry**

- 5.1 Definition
- 5.2 Eligibility

## 450 Parcel Post Parcels

### TOPICS

453 Rates and Eligibility  
454 Postage Payment and  
Documentation  
455 Mail Preparation  
456 Enter and Deposit



## 453 Rates and Eligibility

### 1.0 Parcel Post Rates and Fees

- 1.1 Rate Application for Parcel Post
- 1.2 Inter-BMC/ASF Machinable and Nonmachinable Parcel Post
- 1.3 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post
- 1.4 Parcel Select—DBMC, DSCF, and DDU
- 1.5 Destination Entry Mailing Fee
- 1.6 Pickup Fees
- 1.7 Computing Postage for Parcel Post and Parcel Select

### 2.0 Content Standards for Parcel Post

- 2.1 Definition of Parcel Post
- 2.2 Basic Content Standards
- 2.3 Attachments or Enclosures of Periodicals Sample Copies
- 2.4 Postal Inspection
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

### 3.0 Rate Eligibility Standards for Parcel Post

- 3.1 Parcel Post and Parcel Select Rate Eligibility
- 3.2 Fees
- 3.3 Delivery and Return Addresses
- 3.4 Parcel Select

## 454 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Postage Payment

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Documentation
- 2.3 Basic Documentation Standards
- 2.4 Preparing Documentation
- 2.5 Multiple Standards
- 2.6 Providing Additional Information
- 2.7 Reporting Multiple Mailings on One Statement
- 2.8 Facsimile Postage Statements

## **450 Parcel Post Parcels**

## **455 Mail Preparation**

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### **1.0 General Information for Mail Preparation**

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Level
- 1.4 Preparation Definitions and Instructions

### **2.0 Sacks**

- 2.1 Maximum Weight

### **3.0 Sack Labels**

- 3.1 Basic Standards
- 3.2 Physical Characteristics of a Sack Label
- 3.3 Line 1 (Destination Line)
- 3.4 Line 2 (Content Line)
- 3.5 Line 3 (Office of mailing or Mailer Information Line)
- 3.6 Abbreviations for Lines 1 and 3
- 3.7 Placement of Extraneous Information
- 3.8 Barcoded Sack Labels

### **4.0 Preparation for Parcel Post**

- 4.1 Basic Standards
- 4.2 Basic Standards for BMC Presort
- 4.3 Basic Standards for OBMC Presort
- 4.4 Parcel Select—DBMC Rates
- 4.5 Parcel Select—DSCF Rates
- 4.6 Parcel Select—DDU Rates
- 4.7 Optional Machinable Parcel Preparation

### **5.0 Standards for Barcoded Discounts**

- 5.1 Standards for Barcoded Mail

## **456 Enter and Deposit**

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### **1.0 Verification and Deposit**

- 1.1 Verification and Entry
- 1.2 Office of Mailing
- 1.3 Redirected Mailings
- 1.4 BMC Acceptance
- 1.5 Drop Shipment Information

### **2.0 Parcel Select**

- 2.1 Definitions
- 2.2 Rate Eligibility for Parcel Select Rates
- 2.3 Preparation for Parcel Select
- 2.4 Deposit for Parcel Select
- 2.5 Acceptance at Designated SCF
- 2.6 DSCF Mail Entered at a Designated BMC
- 2.7 Delivery Facility Exceptions to the “Majority of City Carriers” Rule
- 2.8 Delivery Facilities Different from Those in the Drop Shipment Product

## 460 Bound Printed Matter Parcels

### TOPICS

463 Rates and Eligibility  
464 Postage Payment and  
Documentation  
465 Mail Preparation  
466 Enter and Deposit



## 463 Rates and Eligibility

### 1.0 Bound Printed Matter Rates and Fees

- 1.1 Rate Application
- 1.2 Bound Printed Matter Rate Application
- 1.3 Bound Printed Matter Presorted, Carrier Route, and Destination Entry Rates
- 1.4 Destination Entry Mailing Fee
- 1.5 Computing Postage for Bound Printed Matter

### 2.0 Content Standards for Bound Printed Matter Parcels

- 2.1 Basic Content Standards
- 2.2 Attachments or Enclosures of Periodicals Sample Copies
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

### 3.0 Rate Eligibility for Bound Printed Matter Parcels

- 3.1 Rate Eligibility
- 3.2 Nonidentical Weight Pieces
- 3.3 ZIP Code Accuracy
- 3.4 Delivery and Return Addresses

### 4.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels

- 4.1 Basic Standard
- 4.2 Carrier Route Accuracy
- 4.3 Destination Entry

## 464 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

## 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

## 465 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle ("Facing")
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 2.8 Pieces With Simplified Addresses
- 2.9 Labeling Bundles
- 2.10 Use of Optional Endorsement Lines (OEL)
- 2.11 Use of Carrier Route Information Lines
- 2.12 Facing Slips—All Carrier Route Mail

### 3.0 Sacks

- 3.1 Preparation

## **460**

### **Bound Printed Matter Parcels**

#### **4.0 Sack Labels**

- 4.1 Basic Standards
- 4.2 Physical Standards of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Barcoded Sack Labels

#### **5.0 Preparation for Presorted Parcels**

- 5.1 Basic Standards
- 5.2 Preparation for Irregular Parcels Weighing Less Than 10 Pounds
- 5.3 Preparation for Irregular Parcels Weighing 10 Pounds or More
- 5.4 Preparation for Machinable Parcels Not Claiming DBMC Rates
- 5.5 Preparation for Machinable Parcels Claiming DBMC Rates

#### **6.0 Preparation for Carrier Route Parcels**

- 6.1 Basic Standards
- 6.2 Preparation for Irregular Parcels Weighing Less Than 10 Pounds
- 6.3 Preparation for Irregular Parcels Weighing 10 Pounds or More
- 6.4 Preparation for Machinable Parcels

#### **7.0 Standards for Barcoded Discounts**

- 7.1 Standards for Barcoded Mail

## **466**

### **Enter and Deposit**

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#### **1.0 Presenting a Mailing**

- 1.1 Verification and Entry
- 1.2 Office of Mailing
- 1.3 Redirected Mailings
- 1.4 BMC Acceptance
- 1.5 Drop Shipment Information

#### **2.0 Destination Entry**

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment
- 2.4 Mailing Fee
- 2.5 Documentation
- 2.6 Plant Loads
- 2.7 Mailings of Unsacked Bundles
- 2.8 Verification
- 2.9 Deposit

#### **3.0 Destination Bulk Mail Center (DBMC) Entry**

- 3.1 Eligibility
- 3.2 Presorted Machinable Parcels
- 3.3 Presorted Irregular Parcels
- 3.4 Carrier Route Machinable Parcels
- 3.5 Carrier Route Irregular Parcels

#### **4.0 Destination Sectional Center Facility (DSCF) Entry**

- 4.1 Eligibility
- 4.2 Presorted Machinable Parcels
- 4.3 Presorted Irregular Parcels
- 4.4 Carrier Route Machinable Parcels
- 4.5 Carrier Route Irregular Parcels

#### **5.0 Destination Delivery Unit (DDU) Entry**

- 5.1 Eligibility
- 5.2 Presorted Machinable Parcels
- 5.3 Presorted Irregular Parcels
- 5.4 Carrier Route Machinable Parcels
- 5.5 Carrier Route Irregular Parcels

## 470 Media Mail Parcels

### TOPICS

473 Rates and Eligibility  
474 Postage Payment and  
Documentation  
475 Mail Preparation  
476 Enter and Deposit



## 473 Rates and Eligibility

### 1.0 Media Mail Rates and Fees

- 1.1 Rate Application
- 1.2 Media Mail Rate Application
- 1.3 Media Mail Presorted Rates
- 1.4 Mailing Fee
- 1.5 Computing Postage for Media Mail

### 2.0 Content Standards for Media Mail Parcels

- 2.1 General
- 2.2 Content Standards
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

### 3.0 Rate Eligibility for Media Mail Parcels

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Media Mail

## 474 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

## 475 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle ("Facing")
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counter-stacking")
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Exception to Bundle Sizes
- 2.8 Labeling Bundles
- 2.9 Use of Optional Endorsement Lines (OEL)

### 3.0 Sacks

- 3.1 Sack Preparation

### 4.0 Sack Labels

- 4.1 Basic Standards for Labels
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Barcoded Sack Labels

### 5.0 Preparation for Media Mail Parcels

- 5.1 Basic Standards
- 5.2 Preparation for Machinable Parcels
- 5.3 Preparation for Irregular Parcels

## 476 Enter and Deposit

### 1.0 Verification and Deposit

- 1.1 Verification and Entry

## 480 Library Mail Parcels

### TOPICS

483 Rates and Eligibility  
484 Postage Payment and  
Documentation  
485 Mail Preparation  
486 Enter and Deposit



## 483 Rates and Eligibility

### 1.0 Library Mail Rates and Fees

- 1.1 Rate Application
- 1.2 Library Mail Rate Application
- 1.3 Library Mail Presorted Rates
- 1.4 Mailing Fee
- 1.5 Computing Postage for Library Mail

### 2.0 Content Standards for Library Mail Parcels

- 2.1 General
- 2.2 Sender and Recipient Qualifications
- 2.3 Content Standards for Mailings  
Between Entities
- 2.4 Qualified Mailings “To” or “From”
- 2.5 Postal Inspection
- 2.6 Attachments and Enclosures
- 2.7 Written Additions

### 3.0 Rate Eligibility for Library Mail Parcels

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Library Mail

## 484 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One  
Statement
- 2.7 Facsimile Postage Statements

## 485 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and  
Instructions

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle  
 (“Facing”)
- 2.4 Preparing Bundles of Pieces of  
Nonuniform Thickness  
 (“Counter-stacking”)
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Exception to Bundle Sizes
- 2.8 Labeling Bundles
- 2.9 Use of Optional Endorsement Lines  
 (OEL)

### 3.0 Sacks

- 3.1 Sack Preparation

### 4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack  
Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of mailing or Mailer  
Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous  
Information
- 4.8 Barcoded Sack Labels

### 5.0 Preparation of Library Mail Parcels

- 5.1 Basic Standards
- 5.2 Preparation for Machinable Parcels
- 5.3 Preparation for Irregular Parcels
- 5.4 Standards for Barcoded Discount

## 486 Enter and Deposit

### 1.0 Verification and Deposit

- 1.1 Verification and Entry



## **500 Additional Services**

### TOPICS

503 Extra Services  
507 Mailer Services  
508 Recipient Services  
509 Other Services

## **503 Extra Services**

### **1.0 Extra Services for Express Mail**

- 1.1 Available Services
- 1.2 Express Mail Drop Shipment

### **2.0 Registered Mail**

- 2.1 Registered Mail Fees
- 2.2 Basic Information about Registered Mail
- 2.3 Fees and Liability
- 2.4 Mailing
- 2.5 Delivery
- 2.6 Inquiry on Uninsured Article

### **3.0 Certified Mail**

- 3.1 Certified Mail Fees
- 3.2 Basic Information
- 3.3 Mailing

### **4.0 Insured Mail**

- 4.1 Insured Mail Fees
- 4.2 Basic Information
- 4.3 Mailing
- 4.4 Bulk Insurance for Standard Mail
- 4.5 Delivery

### **5.0 Certificate of Mailing**

- 5.1 Certificate of Mailing Fees
- 5.2 Basic Information
- 5.3 Presentation

### **6.0 Return Receipt**

- 6.1 Return Receipt Fees
- 6.2 Basic Information
- 6.3 Obtaining Service
- 6.4 Delivery
- 6.5 Requests for Delivery Information

### **7.0 Restricted Delivery**

- 7.1 Restricted Delivery Fee
- 7.2 Basic Information
- 7.3 Obtaining Service
- 7.4 Delivery

### **8.0 Return Receipt for Merchandise**

- 8.1 Return Receipt for Merchandise Fees
- 8.2 Basic Information
- 8.3 Mailing
- 8.4 Delivery

### **9.0 Delivery Confirmation**

- 9.1 Delivery Confirmation Fee
- 9.2 Basic Information
- 9.3 Labels
- 9.4 Barcodes
- 9.5 Electronic File Transmission
- 9.6 Acceptance

### **10.0 Signature Confirmation**

- 10.1 Signature Confirmation Fees
- 10.2 Basic Information
- 10.3 Labels
- 10.4 Barcodes
- 10.5 Electronic File Transmission
- 10.6 Acceptance

### **11.0 Collect on Delivery (COD)**

- 11.1 Collect on Delivery Fees
- 11.2 Basic Information
- 11.3 Forms
- 11.4 Mailing
- 11.5 Delivery

### **12.0 Special Handling**

- 12.1 Fees for Special Handling
- 12.2 Basic Information

### **13.0 Confirm**

- 13.1 Confirm Fees
- 13.2 Basic Information
- 13.3 Barcodes
- 13.4 Advance Shipping Notice
- 13.5 Delivery

### **14.0 Money Orders**

- 14.1 Fees for Money Orders
- 14.2 Issuing Money Orders
- 14.3 Cashing Money Orders
- 14.4 Federal Reserve System

## 500 Additional Services

### 507

#### Mailer Services

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##### **1.0 Treatment of Mail**

- 1.1 Nondelivery of Mail
- 1.2 USPS Address Adjustments
- 1.3 Directory Service
- 1.4 Basic Treatment
- 1.5 Treatment for Ancillary Services by Class of Mail
- 1.6 Attachments and Enclosures
- 1.7 Mixed Classes
- 1.8 Returning Mail
- 1.9 Dead Mail

##### **2.0 Forwarding**

- 2.1 Change-of-Address Order
- 2.2 Forwardable Mail
- 2.3 Postage for Forwarding

##### **3.0 Address Correction Services**

- 3.1 Address Correction Service
- 3.2 Address Change Service (ACS)
- 3.3 FASTforward
- 3.4 Sender Instruction

##### **4.0 Recall of Mail**

- 4.1 Who May Recall Mail
- 4.2 Mailer Request for Withdrawal and Disposal of Mail

##### **5.0 Pickup Service**

- 5.1 Pickup Service Fee
- 5.2 Basic Standards
- 5.3 Postage and Fees
- 5.4 On-Call Service
- 5.5 Scheduled Service
- 5.6 Express Mail Reship Service

##### **6.0 Mailing List Services**

- 6.1 Mailing List Service Fees
- 6.2 General Information
- 6.3 Fee Assessment
- 6.4 Name and Address List Correction
- 6.5 Occupant Lists
- 6.6 Sortation of Lists on Cards by 5-Digit ZIP Code
- 6.7 Election Boards and Voter Registration Commissions

##### **7.0 Address Sequencing Services**

- 7.1 Address Sequencing Service Fees
- 7.2 Service Levels
- 7.3 Card Preparation and Submission
- 7.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers
- 7.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses
- 7.6 Service Charges
- 7.7 Submitting Properly Sequenced Mailings

##### **8.0 Business Reply Mail (BRM)**

- 8.1 Business Reply Mail (BRM) Rates and Fees
- 8.2 Qualified Business Reply Mail (QBRM) Rates
- 8.3 Qualified Business Reply Mail (QBRM) Basic Standards
- 8.4 General Information
- 8.5 Permits
- 8.6 Postage, Per Piece Fees, and Accounting Fees
- 8.7 Mailpiece Characteristics
- 8.8 Format Elements
- 8.9 Additional Standards for Letter-Size Barcoded BRM
- 8.10 Additional Standards for Qualified Business Reply Mail (QBRM)
- 8.11 BRM Distributed and Received by Agents of a Permit Holder
- 8.12 Bulk Weight Averaged Nonletter-size BRM

##### **9.0 Merchandise Return Service**

- 9.1 Merchandise Return Service Fees
- 9.2 Basic Information
- 9.3 Permits
- 9.4 Postage and Fees
- 9.5 Additional Features
- 9.6 Format

## **500 Additional Services**

### **10.0 Bulk Parcel Return Service**

- 10.1 Bulk Parcel Return Service (BPRS) Fees
- 10.2 Charges and Fees
- 10.3 General Information
- 10.4 Permits
- 10.5 Label Requirements
- 10.6 Format

## **508**

### **Recipient Services**

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#### **1.0 Recipient Options**

- 1.1 Basic Recipient Concerns
- 1.2 Carrier Release for Uninsured Parcels
- 1.3 Parcel Select DDU Hold For Pickup Endorsement
- 1.4 Jointly Addressed
- 1.5 Delivery to Addressee's Agent
- 1.6 Delivery to Individual at Organization
- 1.7 Delivery at Hotels, Institutions, Schools, and Similar Places
- 1.8 Conflicting Delivery Orders
- 1.9 Commercial Mail Receiving Agencies

#### **2.0 Conditions of Delivery**

- 2.1 City Delivery Service
- 2.2 Rural Delivery Service
- 2.3 Highway Contract Delivery Service

#### **3.0 Customer Mail Receptacles**

- 3.1 Basic Information for Customer Mail Receptacles
- 3.2 Curbside Mailboxes
- 3.3 Wall-Mounted Centralized Mail Receptacles

#### **4.0 Post Office Box Service**

- 4.1 Fees for Post Office Box Service
- 4.2 Basic Information for Post Office Box Service
- 4.3 Service
- 4.4 Conditions of Use
- 4.5 Basis of Fees and Payment
- 4.6 Fee Group Assignments
- 4.7 Fee Refund
- 4.8 Keys and Locks
- 4.9 Service Refusal or Termination

#### **5.0 Caller Service**

- 5.1 Caller Service Fees
- 5.2 Basic Information
- 5.3 Service
- 5.4 Conditions of Use
- 5.5 Basis of Fees and Payment
- 5.6 Fee Refund
- 5.7 Service Refusal or Termination
- 5.8 Accelerated Reply Mail (ARM)

#### **6.0 General Delivery**

- 6.1 Purpose
- 6.2 Service Restrictions

## **500 Additional Services**

- 6.3 Delivery to Addressee
- 6.4 Holding Mail

### **7.0 Firm Holdout**

- 7.1 Purpose
- 7.2 Obtaining and Using Service
- 7.3 Service Cancellation

### **8.0 Pandering Advertisements**

- 8.1 Prohibitory Order
- 8.2 Taking Action Against Violations

### **9.0 Sexually Oriented Advertisements**

- 9.1 Basic Information for Sexually Oriented Advertisements
- 9.2 Applying for Listing
- 9.3 Requesting Removal From List
- 9.4 Availability of USPS Lists
- 9.5 Envelope Marking
- 9.6 Violations
- 9.7 Reporting Unsolicited Advertisements

## **509 Other Services**

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### **1.0 Address Information System Products**

- 1.1 Delivery Statistics File
- 1.2 AIS Database Products
- 1.3 AIS Database Products
- 1.4 Carrier Route Schemes
- 1.5 Delivery Statistics
- 1.6 Computerized Delivery Sequence (CDS)
- 1.7 Delivery Sequence File<sup>2</sup> (DSF<sup>2</sup>)
- 1.8 Enhanced Line-of-Travel (eLOT) Product

### **2.0 Nonpostal Services**

- 2.1 Bird Hunting Stamps
- 2.2 U.S. Savings Stamps
- 2.3 U.S. Savings Bonds
- 2.4 Postal Savings

## **600**

### **Basic Standards For All Mailing Services**

#### TOPICS

- 601 Mailability
- 602 Addressing
- 604 Postage Payment  
Methods
- 607 Mailer Compliance and  
Appeals of  
Classification Decisions
- 608 Postal Information and  
Resources
- 609 Filing Indemnity Claims  
for Loss or Damage

## **601**

### **Mailability**

#### **1.0 General Standards**

- 1.1 Determining Mail Processing  
Categories
- 1.2 Minimum Dimensions
- 1.3 Maximum Dimensions and Weight
- 1.4 Length and Height
- 1.5 Nonmailable,  
Nonmachinable Placement
- 1.6 General Mailability and  
Right of Refusal
- 1.7 Mailer's Responsibility

#### **2.0 Packaging**

- 2.1 Preservation
- 2.2 Harmful, Fragile, and Heavy Items
- 2.3 Stationery
- 2.4 Liquids
- 2.5 Aerosols
- 2.6 Infectious Substances
- 2.7 High-Density Items

#### **3.0 Acceptable Containers**

- 3.1 Load Type
- 3.2 Envelopes
- 3.3 Boxes
- 3.4 Fiberboard Tubes  
and Similar Long Packages
- 3.5 Paper Bags and Wraps
- 3.6 Plastic Bags
- 3.7 Plastic Film
- 3.8 Cloth Bags
- 3.9 Difficult Load
- 3.10 Bales
- 3.11 Cans and Drums

#### **4.0 Cushioning, Closure, Sealing, and Reinforcements**

- 4.1 Volume
- 4.2 Several Items Within Container
- 4.3 Tape
- 4.4 Paper Tape
- 4.5 Tape Size
- 4.6 Adhesive
- 4.7 Banding
- 4.8 Staples and Steel Stitching

#### **5.0 Content and Extra Service Markings**

- 5.1 Handling, Content, and  
Extra Service
- 5.2 Method

## **6.0 Special Mailing Containers**

- 6.1 Express Mail and  
Priority Mail Packaging
- 6.2 Green Diamond Border Envelope
- 6.3 Window Envelope
- 6.4 Reusable Mailpiece
- 6.5 Reusable Mailpieces That Originate  
as Permit Imprint Mailings

#### **7.0 Packaging Standards for BMCs**

- 7.1 High-Density Items
- 7.2 Books
- 7.3 Soft Goods
- 7.4 Sound Recordings
- 7.5 Magnetic Tapes

#### **8.0 Nonmailable and Restricted Articles and Substances Generally**

- 8.1 Nonmailable Matter—General
- 8.2 Basic Premise
- 8.3 Other Nonmailable Matter
- 8.4 Restricted Matter—General
- 8.5 Harmful Matter—General
- 8.6 Hazardous Materials
- 8.7 Marking of Restricted Articles  
or Substances
- 8.8 Mailer Responsibility
- 8.9 Statutory System
- 8.10 Other Laws and Regulations
- 8.11 Refusal of Nonmailable Matter
- 8.12 Authorizing Mailability
- 8.13 Protecting Employees
- 8.14 Applicability to  
Military Postal System

#### **9.0 Perishables**

- 9.1 Time Factor
- 9.2 Preparation of Perishables
- 9.3 Live Animals
- 9.4 Dead Wild Animals
- 9.5 Furs, Hides, Skins, And Pelts
- 9.6 Mailing Plants
- 9.7 Nonmailable Plant Pests,  
Injurious Animals, and Illegally Taken  
Fish or Wildlife

**600**  
**Basic Standards**  
**For All Mailing**  
**Services**

**10.0 Hazardous Materials**

- 10.1 Definitions
- 10.2 U.S. Department of Transportation Regulations of Hazardous Material
- 10.3 USPS Standards for Hazardous Material
- 10.4 Hazard Class
- 10.5 Mailer Responsibility for Mailing Hazardous Materials
- 10.6 Mailability Rulings for Hazardous Materials
- 10.7 Warning Labels for Hazardous Materials
- 10.8 Package Markings for Hazardous Materials
- 10.9 Shipping Papers for Hazardous Materials
- 10.10 Air Transportation Prohibitions for Hazardous Materials
- 10.11 Explosives (Hazard Class 1)
- 10.12 Gases (Hazard Class 2)
- 10.13 Flammable and Combustible Liquids (Hazard Class 3)
- 10.14 Flammable Solids (Hazard Class 4)
- 10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)
- 10.16 Toxic Substances (Hazard Class 6, Division 6.1)
- 10.17 Infectious Substances (Hazard Class 6, Division 6.2)
- 10.18 Radioactive Materials (Hazard Class 7)
- 10.19 Corrosives (Hazard Class 8)
- 10.20 Miscellaneous Hazardous Materials (Hazard Class 9)
- 10.21 Other Regulated Materials—Magnetized Materials

**11.0 Other Restricted and Nonmailable Matter**

- 11.1 Pistols, Revolvers, and Other Concealable Firearms
- 11.2 Antique Firearms
- 11.3 Rifles and Shotguns
- 11.4 Legal Opinions on Mailing Firearms
- 11.5 Knives and Sharp Instruments
- 11.6 Prohibited Parcel Marking
- 11.7 Intoxicating Liquor
- 11.8 Matter Emitting Obnoxious Odor
- 11.9 Liquids and Powders
- 11.10 Motor Vehicle Master Keys and Locksmithing Devices
- 11.11 Controlled Substances
- 11.12 Drug Paraphernalia
- 11.13 Household Substance
- 11.14 Pesticide
- 11.15 Fragrance Advertising Sample
- 11.16 Compliance Certificate
- 11.17 Battery-Powered Devices
- 11.18 Odd-Shaped Items in Paper Envelopes
- 11.19 Abortive and Contraceptive Devices
- 11.20 Building Construction Material

## **600 Basic Standards For All Mailing Services**

### **12.0 Written, Printed, and Graphic Matter Generally**

- 12.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)
- 12.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39 USC 3005)
- 12.3 Lottery Matter (18 USC 1302)
- 12.4 Advertising Matter
- 12.5 Other Nonmailable Matter
- 12.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))
- 12.7 Skill Contests (39 USC 3001(K)(3)(B))
- 12.8 Facsimile Check (39 USC § 3001(K)(3)(C))
- 12.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))
- 12.10 Removal of Names from Mailing Lists (39 USC § 3001(L))
- 12.11 Unauthorized Decisions by Postmasters
- 12.12 Refusal Due to Improper Preparation

## **602 Addressing**

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### **1.0 Elements of Addressing**

- 1.1 Clear Space
- 1.2 Delivery Address
- 1.3 Address Elements
- 1.4 Complete Addresses
- 1.5 Return Addresses
- 1.6 Ancillary Services
- 1.7 Attachment of Different Class
- 1.8 ZIP Codes
- 1.9 Additional Addressing Standards by Class

### **2.0 Restrictions**

- 2.1 Dual Address
- 2.2 More Than One Post Office
- 2.3 Mail Addressed to CMRAs

### **3.0 Use of Alternative Addressing**

- 3.1 General Information
- 3.2 Simplified Address
- 3.3 Occupant Address
- 3.4 Exceptional Address

### **4.0 Detached Address Labels (DAL)**

- 4.1 DAL Use
- 4.2 Label Preparation
- 4.3 Mail Preparation
- 4.4 Disposition of Excess or Undeliverable Material
- 4.5 Postage

## **600 Basic Standards For All Mailing Services**

<b>604</b>	<b>Postage Payment Methods</b>
<b>1.0 Stamps</b>	
1.1	Postage Stamp Denominations
1.2	Postage Stamps Valid for Use
1.3	Postage Stamps Invalid for Use
1.4	Imitations of Stamps
1.5	Imitations of Markings
1.6	Stamp Reproduction
1.7	Position of Stamp on Mailpiece
1.8	Reuse of Stamps
1.9	Perforating Stamps
1.10	Special Standards for Semipostal Stamps
1.11	Paying for Stamps
1.12	Seals and Stickers
<b>2.0 Stamped Stationery</b>	
2.1	Plain Stamped Envelope
2.2	Personalized Stamped Envelopes
2.3	Other Stationery
<b>3.0 Precanceled Stamps</b>	
3.1	General Information
3.2	Permit to Use Precanceled Stamps
3.3	Precancellation of Stamps by USPS
3.4	Precancellation of Stamps by Mailer
3.5	Stamp Collectors
3.6	Using High Value Stamps
<b>4.0 Postage Meters and PC Postage Products ("Postage Evidencing Systems")</b>	
4.1	Basic Information
4.2	Authorization to Use Postage Evidencing Systems
4.3	Postage Payment
4.4	Special Indicia
4.5	Mailings
4.6	Authorization to Produce and Distribute Postage Evidencing Systems

<b>5.0 Permit Imprint (Indicia)</b>	
5.1	General Standards
5.2	Suspension and Revocation
5.3	Indicia Design, Placement, and Content
<b>6.0 Payment of Postage</b>	
6.1	Basic Standards
6.2	Unpaid Mailable Matter for Private Delivery
6.3	Payment for Postage Due Mail
6.4	Advance Deposit Account
6.5	Annual Accounting Fee for Extra Services
<b>7.0 Computing Postage</b>	
7.1	General Standards
<b>8.0 Insufficient or Omitted Postage</b>	
8.1	Insufficient Postage
8.2	Omitted Postage
8.3	Mailable Matter Without Postage in or on Mail Receptacles
<b>9.0 Refunds and Exchanges</b>	
9.1	Stamp Exchanges
9.2	Postage and Fee Refunds
9.3	Refund Request for Postage Evidencing Systems and Metered Postage
9.4	Value Added Refunds
9.5	Express Mail Postage Refund
<b>10.0 Revenue Deficiency</b>	
10.1	General
10.2	Nonprofit Standard Mail

## **607 Mailer Compliance and Appeals of Classification Decisions**

<b>1.0 Mailer Compliance With Mailing Standards</b>	
1.1	Mailer Responsibility
1.2	Postage Payment
1.3	Request for Exception to Standards
<b>2.0 Rulings on Mailing Standards</b>	
2.1	Local Decision
2.2	Expedited Oral Decision
2.3	Classification While Appeal Pending
2.4	Decisions on National Rulings
2.5	PCSC Decision
2.6	Corresponding Standards

**600**  
**Basic Standards**  
**For All Mailing**  
**Services**

<b>608</b>	<b>Postal Information and Resources</b>
<b>1.0</b>	<b>About the Domestic Mail Manual</b>
1.1	Content of the DMM
1.2	Copies of the DMM
1.3	Revisions to the DMM
1.4	Terms in the DMM
<b>2.0</b>	<b>Domestic Mail</b>
2.1	Definition of “Domestic”
2.2	Mail Treated as Domestic
2.3	International Mail
<b>3.0</b>	<b>Post Offices and Holidays</b>
3.1	Management of Post Offices
3.2	Holiday Service
<b>4.0</b>	<b>Philatelic (Stamp Collecting) Services</b>
4.1	Basic Standards
4.2	Special Cancellations
<b>5.0</b>	<b>Private Express Statutes</b>
5.1	Private Express Statutes
<b>6.0</b>	<b>Complaints and Postal Law Violations</b>
6.1	Consumer Complaints and Inquiries
6.2	Postal Law Violations
<b>7.0</b>	<b>Trademarks and Copyrights of the USPS</b>
7.1	Trademarks and Service Marks
7.2	Copyrights
7.3	Inquiries about USPS Trademarks and Copyrights
<b>8.0</b>	<b>USPS Contact Information</b>
8.1	Postal Service
8.2	Federal Agencies
8.3	Other Agencies
8.4	PCSC and District Business Mail Entry Offices Contact Information

<b>609</b>	<b>Filing Indemnity Claims for Loss or Damage</b>
<b>1.0</b>	<b>General Filing Instructions</b>
1.1	Extra Services With Indemnity
1.2	Bulk Insured Claims
1.3	Who May File for Loss or Damage
1.4	When to File for Loss or Damage
1.5	Where to File for Loss or Damage
1.6	How to File for Loss or Damage
1.7	Filing Duplicate Claims for Loss or Damage
<b>2.0</b>	<b>Providing Proof of Loss or Damage</b>
2.1	Missing Contents
2.2	Proof of Damage
2.3	Proof of Loss
<b>3.0</b>	<b>Providing Evidence of Insurance and Value</b>
3.1	Evidence of Insurance
3.2	Evidence of Value
<b>4.0</b>	<b>Claims</b>
4.1	Payable Claim
4.2	Payable Express Mail Claim
4.3	Nonpayable Claims
<b>5.0</b>	<b>Compensation</b>
5.1	Payment Limitation
5.2	Depreciation
5.3	Insufficient Fee
5.4	Loss or Total Damage
5.5	Dual Claim
5.6	Incompetent or Deceased
5.7	Recovered Article
<b>6.0</b>	<b>Adjudication of Claims</b>
6.1	Initial Adjudication of Claims
6.2	Appealing a Claim Decision
6.3	Final USPS Decision of Claims



## 700 Special Standards

### TOPICS

- 703 Nonprofit Standard  
Mail and Other  
Unique Eligibility
- 705 Advanced Preparation  
and Special Postage  
Payment Systems
- 707 Periodicals
- 708 Technical  
Specifications
- 709 Experimental  
Classifications  
and Rates

## 703 Nonprofit Standard Mail and Other Unique Eligibility

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### 1.0 Nonprofit Standard Mail

- 1.1 Basic Standards
- 1.2 Qualified Nonprofit Organizations
- 1.3 Qualified Political Committees and  
State or Local Voting Registration  
Officials
- 1.4 Ineligible Organizations
- 1.5 Identification of Nonprofit  
Organization
- 1.6 Eligible and Ineligible Matter
- 1.7 Authorization—Original Application
- 1.8 Authorization—At Additional Offices
- 1.9 Mailing While Application Pending
- 1.10 Ruling on Application
- 1.11 Revocation

### 2.0 Overseas Military Mail

- 2.1 Basic Standards
- 2.2 Addressing Military Mail
- 2.3 General Restrictions
- 2.4 Military Ordinary Mail (MOM)
- 2.5 Parcel Airlift (PAL)
- 2.6 Express Mail Military Service (EMMS)
- 2.7 Delivery of Military Mail

### 3.0 Department of State Mail

- 3.1 Availability
- 3.2 Conditions For Authorized Mail
- 3.3 Mail Security

### 4.0 Mail Sent by U.S. Armed Forces

- 4.1 Letters Sent Postage Collect
- 4.2 Matter Sent Free

### 5.0 Free Matter for the Blind and Other Physically Handicapped Persons

- 5.1 Basic Information
- 5.2 Matter Sent To Blind or Other  
Physically Handicapped Persons
- 5.3 Matter Sent By Blind or Other  
Physically Handicapped Persons
- 5.4 Preparation

### 6.0 Official Mail (Franked)

- 6.1 Basic Information
- 6.2 Addressing

### 7.0 Official Mail (Penalty)

- 7.1 Definitions
- 7.2 Postage And Fees

- 7.3 Eligibility
- 7.4 Authorization
- 7.5 Services, Classes, Rates,  
Preparation, And Detention
- 7.6 General Standards  
for Penalty Indicia
- 7.7 Penalty Meter
- 7.8 Penalty Permit Imprint
- 7.9 Penalty Postage Stamps  
and Stationery
- 7.10 General Standards for  
Penalty Reply Mail
- 7.11 Penalty Business Reply Mail (BRM)
- 7.12 Penalty Merchandise Return  
Service
- 7.13 Penalty Periodicals
- 7.14 Penalty Express Mail
- 7.15 Contractors

### 8.0 Absentee Balloting Materials

- 8.1 Basic Standards
- 8.2 Marking

### 9.0 Mixed Classes

- 9.1 Basic Eligibility Information for  
Mixed Classes
- 9.2 Eligibility for Attachments of  
Different Classes
- 9.3 Eligibility for an Enclosure in  
Periodicals Publication
- 9.4 Eligibility for an Enclosure in  
Standard Mail and Package Services  
Parcels
- 9.5 Eligibility for an Incidental First-Class  
Attachment or Enclosure
- 9.6 Eligibility for Combined Mailing of  
Media Mail and Bound Printed  
Matter
- 9.7 Markings on Mixed Mail
- 9.8 Postage Payment for Attachments  
of Different Classes
- 9.9 Postage Payment for Enclosure in  
Periodicals Publication
- 9.10 Postage Payment for Enclosure in  
Standard Mail and Package Services  
Parcel
- 9.11 Postage Payment for Incidental  
First-Class Mail Attachment or  
Enclosure
- 9.12 Postage Payment for Combined  
Mailings of Media Mail and Bound  
Printed Matter
- 9.13 Extra Services for Mixed Classes

## 700 Special Standards

### 705 Advanced Preparation and Special Postage Payment Systems

#### **1.0 Customized MarketMail**

- 1.1 Basic Standards
- 1.2 Rates
- 1.3 Extra Services
- 1.4 Preparation Standards

#### **2.0 Manifest Mailing System (MMS)**

- 2.1 Description
- 2.2 Basic Standards
- 2.3 Keyline
- 2.4 Authorization
- 2.5 Revocation
- 2.6 Express Mail Manifesting Agreements
- 2.7 Basic Standards
- 2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations

#### **3.0 Optional Procedure (OP) Mailing System**

- 3.1 Basic Information
- 3.2 Authorization
- 3.3 Records

#### **4.0 Alternate Mailing System (AMS)**

- 4.1 Basic Information
- 4.2 Authorization

#### **5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods**

- 5.1 Basic Provisions
- 5.2 Postage
- 5.3 Producing the Combined Mailing
- 5.4 Documentation

#### **6.0 Preparation for Combined Mailings of Standard Mail and Package Services Parcels**

- 6.1 Combined Machinable Parcels—Rates Other than Parcel Post OBMC Presort, BMC Presort, DSCF, and DDU
- 6.2 Combined Parcels—Parcel Post OBMC Presort, BMC Presort, DSCF, and DDU Rates

#### **7.0 Combining Package Service Parcels for Destination Entry**

- 7.1 Combining Parcels
- 7.2 Combined Parcels Prepared in Sacks
- 7.3 Combined Parcels Prepared on Pallets
- 7.4 Documentation

#### **8.0 Preparation for Pallets**

- 8.1 Physical Characteristics
- 8.2 Top Caps
- 8.3 Stacking Pallets
- 8.4 Pallet Boxes
- 8.5 General Preparation
- 8.6 Pallet Labels
- 8.7 Copalletized, Combined, or Mixed-Rate Level Mailings of Flat-Size Pieces
- 8.8 Basic Uses
- 8.9 Bundles on Pallets
- 8.10 Pallet Presort and Labeling
- 8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets
- 8.12 Bundle Reallocation to Protect BMC Pallet for Standard Mail Flats on Pallets
- 8.13 Pallets of Bundles, Sacks, and Trays
- 8.14 Sacks
- 8.15 Copalletized Flat-size Pieces—Periodicals or Standard Mail
- 8.16 Pallets of Machinable Parcels
- 8.17 Parcel Post—Bulk Mail Center (BMC) Presort Discount
- 8.18 Parcel Post—Origin Bulk Mail Center (OBMC) Presort Discount
- 8.19 Parcel Post DSCF Rates—Parcels on Pallets
- 8.20 Parcel Post DSCF Rates—Sacks on Pallets
- 8.21 Parcel Post DDU Rates

#### **9.0 Preparation for Cotraying and Cosacking Bundles of Automation and Presorted Flats**

- 9.1 First-Class Mail
- 9.2 Periodicals
- 9.3 Standard Mail
- 9.4 Bound Printed Matter

## **700 Special Standards**

### **10.0 Preparation for Merged Containerization of Bundles of Flats Using City State Product**

- 10.1 Periodicals
- 10.2 Standard Mail

### **11.0 Preparation of Cobundled Automation Rate and Presorted Rate Flats**

- 11.1 First-Class Mail
- 11.2 Periodicals
- 11.3 Standard Mail
- 11.4 Bound Printed Matter

### **12.0 Preparation of Merged Palletization of Bundles of Flats Using a 5% Threshold**

- 12.1 Periodicals
- 12.2 Standard Mail

### **13.0 Preparation of Merged Palletization of Bundles of Flats Using the City State Product and a 5% Threshold**

- 13.1 Periodicals
- 13.2 Standard Mail

### **14.0 Preparation for Plant Load Mailings**

- 14.1 Basic Information
- 14.2 Application for Plant Load Privileges
- 14.3 Plant Load Operations
- 14.4 Expedited Plant Load Shipment
- 14.5 Mailer Responsibilities
- 14.6 IntraDISTRICT Plant-Loaded Shipments
- 14.7 InterDISTRICT Plant-Loaded Shipments

### **15.0 Plant-Verified Drop Shipment (PVDS)**

- 15.1 Description
- 15.2 Program Participation
- 15.3 Liability
- 15.4 Standard Mail Documentation
- 15.5 Package Services PVDS Option

### **16.0 Express Mail and Priority Mail Drop Shipment**

- 16.1 Express Mail and Priority Mail Drop Shipments
- 16.2 Express Mail
- 16.3 Priority Mail
- 16.4 Basic Preparation Standards
- 16.5 Markings on Enclosed Mail

### **17.0 Metered Mail Drop Shipment**

- 17.1 Basic Information
- 17.2 Authorization
- 17.3 Option 1: Deposit at P&DC/F
- 17.4 Option 2: Deposit at Another Post Office
- 17.5 Option 3: Consolidated Drop Shipment With Endorsement
- 17.6 Option 4: Consolidated Drop Shipment Without Endorsement

## 700 Special Standards

### 707 Periodicals

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#### **1.0 Rates and Fees**

- 1.1 Outside-County—Excluding Science-of-Agriculture
- 1.2 Outside-County—Science-of-Agriculture
- 1.3 In-County
- 1.4 Ride-Along Rate
- 1.5 Fees

#### **2.0 Rate Application and Computation**

- 2.1 Periodicals Rate Application
- 2.2 Computing Postage

#### **3.0 Physical Characteristics and Content Eligibility**

- 3.1 Physical Standards
- 3.2 Addressing Standards for Periodicals
- 3.3 Permissible Mailpiece Components
- 3.4 Impermissible Mailpiece Components
- 3.5 Mailpiece Construction
- 3.6 Printed Features

#### **4.0 Basic Eligibility Standards**

- 4.1 Second Class Mail
- 4.2 Qualification Categories
- 4.3 Eligibility Categories
- 4.4 Periodical Publications
- 4.5 Known Office of Publication
- 4.6 Regular Issuance
- 4.7 Eligible Formats
- 4.8 Issues
- 4.9 Editions
- 4.10 Back Numbers and Reprints
- 4.11 Identification
- 4.12 Advertising Standards
- 4.13 Fees

#### **5.0 Applying for Periodicals Authorization**

- 5.1 Original Entry Application
- 5.2 Mailing While Application Pending
- 5.3 Decision on Application
- 5.4 Revocation or Suspension of Privileges

#### **6.0 Qualification Categories**

- 6.1 General Publication
- 6.2 Publications of Institutions and Societies

- 6.3 Publication of State Departments of Agriculture

- 6.4 Requester Publications

- 6.5 Foreign Publications

- 6.6 News Agent Registry

#### **7.0 Standards for Mailing to Nonsubscribers or Nonrequesters**

- 7.1 Sample Copies

- 7.2 Simplified Address

- 7.3 Advertising Copies

- 7.4 Gift Subscriptions

- 7.5 Exchange Copies

- 7.6 Expired Subscription

- 7.7 Complimentary Copies

- 7.8 Proof Copies

- 7.9 Nonsubscriber and Nonrequester Copies

#### **8.0 Record Keeping Standards for Publishers**

- 8.1 Basic Standards

- 8.2 Verification

- 8.3 Statement of Ownership, Management, and Circulation

- 8.4 Nonsubscriber/Nonrequester Copy Distribution

#### **9.0 Changing Title, Frequency, or Known Office of Publication**

- 9.1 General Information

- 9.2 Changing Qualification Categories

- 9.3 Application for Reentry

#### **10.0 Eligibility Standards for Preferred Periodicals**

- 10.1 Nonprofit Eligibility—Basic Information

- 10.2 Nonprofit Eligibility—Qualified Organizations

- 10.3 Nonprofit Eligibility—Other Qualified Organizations

- 10.4 Classroom Eligibility

- 10.5 Application

- 10.6 Mailing While Application Pending

- 10.7 Decision on Application

#### **11.0 Basic Rate Eligibility**

- 11.1 Outside-County Rates

- 11.2 Outside-County Science-of-Agriculture Rates

- 11.3 In-County Rates

- 11.4 Discounts

- 11.5 Copies Mailed by Public

## **700 Special Standards**

### **12.0 Presorted Rate Eligibility**

- 12.1 Basic Information
- 12.2 Rates
- 12.3 ZIP Code Accuracy

### **13.0 Carrier Route Rate Eligibility**

- 13.1 Basic Information
- 13.2 Sortation
- 13.3 Walk-Sequence Discounts
- 13.4 Carrier Route Eligibility

### **14.0 Automation Rate Eligibility**

- 14.1 Basic Standards
- 14.2 Rate Application
- 14.3 Address Standards for Barcoded Pieces

### **15.0 Ride-Along Rate Eligibility**

- 15.1 Description
- 15.2 Basic Standards
- 15.3 Physical Characteristics
- 15.4 Marking

### **16.0 Basic Standards for Postage Payment**

- 16.1 Filing a Copy of Each Issue
- 16.2 Filing Marked Copy
- 16.3 Responsibility
- 16.4 Available Payment Method Options
- 16.5 Centralized Postage Payment (CPP) System
- 16.6 Periodicals Accuracy, Grading, and Evaluation (PAGE) Program

### **17.0 Documentation Standards**

- 17.1 Completing Postage Statements
- 17.2 Postage Statement and Documentation
- 17.3 Purpose and Basic Standards of Documentation
- 17.4 Postage Statements Standards for All Periodicals
- 17.5 Monthly Postage Statements
- 17.6 Detailed Zone Listing For Periodicals
- 17.7 Additional Documentation Standards

### **18.0 General Information for Mail Preparation**

- 18.1 Definition of Presort Process
- 18.2 Definition of Mailings
- 18.3 Terms for Presort Levels
- 18.4 Preparation Definition and Instructions

### **19.0 Bundles**

- 19.1 Definition of a Bundle
- 19.2 Arranging Pieces in a Bundle ("Facing")
- 19.3 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
- 19.4 Securing Bundles
- 19.5 Letter-Size Bundles
- 19.6 Flat-Size Bundles
- 19.7 Exception to Bundle Preparation—Full Single-Sort-Level Trays
- 19.8 Bundles in Sacks
- 19.9 Bundles on Pallets
- 19.10 Pieces With Simplified Addresses
- 19.11 Bundles With Fewer Than the Minimum Number of Pieces Required
- 19.12 Address Visibility
- 19.13 Labeling Bundles
- 19.14 Use of Optional Endorsement Lines (OEL)
- 19.15 Use of Carrier Route Information Lines
- 19.16 Facing Slips—All Carrier Route Mail

### **20.0 Sacks and Trays**

- 20.1 Basic Standards
- 20.2 Letter Tray Preparation
- 20.3 Sack Preparation
- 20.4 Use of Flat Trays (Optional)

### **21.0 Sack and Tray Labels**

- 21.1 Sack and Tray Labels
- 21.2 Additional Standards—Tray and Sack Labels
- 21.3 Use of Barcoded Tray And Sack Labels
- 21.4 Additional Standards—Barcoded Tray Labels
- 21.5 Additional Standards—Barcoded Sack Labels

## **700 Special Standards**

### **22.0 Preparation of Presorted Periodicals**

- 22.1 Basic Standards
- 22.2 Bundle Preparation
- 22.3 Firm Bundles
- 22.4 Low-Volume Bundles and Sacks
- 22.5 Tray Preparation—Letter-Size Pieces
- 22.6 Sack Preparation—Flat-Size Pieces and Irregular Parcels
- 22.7 Optional Tray Preparation—Flat-Size Nonbarcoded Pieces

### **23.0 Preparation of Carrier Route Periodicals**

- 23.1 Basic Information
- 23.2 Bundle Preparation
- 23.3 Preparation—Letter-Size Pieces
- 23.4 Preparation—Flat-Size Pieces And Irregular Parcels
- 23.5 Firm Bundles
- 23.6 Low-Volume Bundles and Sacks
- 23.7 Delivery Sequence Information
- 23.8 Delivery Sequence Documentation

### **24.0 Preparation of Letter-Size Automation Periodicals**

- 24.1 Basic Standards
- 24.2 Additional Standards

### **25.0 Preparation of Flat-Size Automation Periodicals**

- 25.1 Basic Standards
- 25.2 Bundling and Labeling
- 25.3 Sacking and Labeling
- 25.4 Optional Tray Preparation—Flat-Size Barcoded Pieces

### **26.0 Combining Multiple Editions or Publications**

- 26.1 Description
- 26.2 Basic Standards

### **27.0 Basic Standards for Periodicals Deposit**

- 27.1 Service Objectives
- 27.2 Periodicals Mail Deposit
- 27.3 Exceptional Dispatch
- 27.4 Deposit at AMF

### **28.0 Destination Entry Rate Eligibility**

- 28.1 Basic Standards
- 28.2 Destination Area Distribution Center (DADC)
- 28.3 Destination Sectional Center Facility (DSCF)
- 28.4 Destination Delivery Unit (DDU)

### **29.0 Additional Entry**

- 29.1 Basic Information
- 29.2 Authorizing
- 29.3 Use of Additional Entry
- 29.4 Modification
- 29.5 Cancellation, Revocation, And Restoration

## 700 Special Standards

### 708 Technical Specifications

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#### **1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter**

- 1.1 Basic Standards
- 1.2 Format and Content
- 1.3 Rate Level Column Headings
- 1.4 Sortation Level
- 1.5 Combined, Copalletized, and Merged Mailings
- 1.6 Optional Information
- 1.7 Detailed Zone Listing for Periodicals

#### **2.0 Presort Accuracy Validation and Evaluation (PAVE)**

- 2.1 Presort Accuracy Validation and Evaluation (PAVE)

#### **3.0 Coding Accuracy Support System (CASS)**

- 3.1 Basic Information
- 3.2 Software Certification
- 3.3 Date of Address Matching and Coding
- 3.4 Definitions—Mailing and Address Lists
- 3.5 Documentation
- 3.6 CASS Certification

#### **4.0 Barcoding Standards for Letters and Flats**

- 4.1 General
- 4.2 Barcode Dimensions and Spacing
- 4.3 Reflectance
- 4.4 Skew and Baseline Shift
- 4.5 Barcode Software and Hardware Certification

#### **5.0 Barcoding Standards for Parcels**

- 5.1 Basic Requirements for Postal Routing Barcodes
- 5.2 Basic Elements of Postal Routing Barcodes
- 5.3 Use With Delivery Confirmation or Signature Confirmation Service
- 5.4 Use With Confirmation Services and Insurance (Integrated Barcode)
- 5.5 Dimensions
- 5.6 Location
- 5.7 Clear Zone
- 5.8 Reflectance
- 5.9 Quality
- 5.10 Human-Readable Information
- 5.11 Technical Specifications
- 5.12 Substrate Material

#### **6.0 Barcoding Standards for Container Labels**

- 6.1 Basic Standards—Tray and Sack Labels
- 6.2 Additional Standards—Barcoded Tray Labels
- 6.3 Additional Standards—Barcoded Sack Labels

#### **7.0 Optional Endorsement Lines (OELs)**

- 7.1 OEL Use
- 7.2 OEL Format

#### **8.0 Carrier Route Information Lines**

- 8.1 Basic Information
- 8.2 Format and Content

#### **9.0 Facing Identification Mark (FIM)**

- 9.1 Using FIMs
- 9.2 Pattern
- 9.3 Specification
- 9.4 Dimensional Tolerances
- 9.5 Reflectance

#### **10.0 Postal Zones**

- 10.1 Basis
- 10.2 Application
- 10.3 Zone Charts
- 10.4 Specific Zones

## 700 Special Standards

### 709 Experimental Classifications and Rates

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#### **1.0 General Requirements for Negotiated Service Agreements (NSAs)**

- 1.1 Basic Information
- 1.2 Candidate Factors and Requirements
- 1.3 Application Process

#### **2.0 Capital One Services, Inc. NSA**

- 2.1 Agreement
- 2.2 Features
- 2.3 Application

#### **3.0 Outside-County Periodicals Copalletization Drop-Ship Classification**

- 3.1 Eligibility
- 3.2 Documentation
- 3.3 Data Reporting
- 3.4 Available Discounts
- 3.5 Request to Participate
- 3.6 Decision on Request
- 3.7 USPS Suspension

#### **4.0 Outside-County Periodicals Copalletization Drop-Ship Discounts for High-Editorial, Heavy-Weight, Small-Circulation Publications**

- 4.1 Eligibility
- 4.2 Documentation
- 4.3 Data Reporting
- 4.4 Discounts
- 4.5 Request to Participate
- 4.6 Decision on Request
- 4.7 USPS Suspension

#### **5.0 Parcel Return Services**

- 5.1 Basic Information
- 5.2 Postage and Fees
- 5.3 Rates
- 5.4 Label Formats

#### **6.0 Priority Mail Flat-Rate Box**

- 6.1 Eligibility
- 6.2 Rate

#### **7.0 Repositionable Notes**

- 7.1 Use
- 7.2 Mailpiece Characteristics
- 7.3 RPN Characteristics
- 7.4 RPNs on Automation-Rate Mailpieces
- 7.5 Rates
- 7.6 Compliance

#### **8.0 Premium Forwarding Service**

- 8.1 Description and Purpose
- 8.2 Eligibility
- 8.3 Rates and Fees
- 8.4 Extension or Early Termination
- 8.5 Disposition of PFS Mail
- 8.6 USPS Responsibility